

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles M. Wollenberg
(Signature) 732

Director
(Title)

9/28/48
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(2)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
September 28, 1948

TITLE - 22
CHAPTER - 2

FILED

in the office of the Secretary of State
of the State of California

OCT 1 - 1948

At 8:00 o'clock 9: M.

FRANK M. JORDAN, Secretary of State

By

Assistant Secretary of State

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI

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413 NATIVE SONS' BUILDING
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JOHN T. MARTIN

1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations
issued by the State Department of Social Welfare:

Revisions to Manual of Adoption
Policies and Procedures

These regulations were adopted by the State Social
Welfare Board on September 23, 1948, pursuant to the powers
conferred upon it by the Welfare and Institutions Code under
Section 103, and are being filed in accordance with Section
11380 of the Government Code.

These regulations were adopted by the State Social Welfare
Board to be effective immediately upon filing with the Secretary
of State, since this has been found necessary for the immediate
preservation of the public peace, health and safety or general
welfare and that notice and public procedure thereon are
impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

DIVISION OF CHILD WELFARE

1. Adoption Manual:

Sec. 2410-00 (Rev.) Licensing Process.	4 - 8
Sec. 2625-00 (Rev.) Marriage and Dissolution of Marriage	9

FILED

in the office of the Secretary of State
of the State of California

OCT 1 - 1948

At 8:00 o'clock 9, M.

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

Portions of this section not shown remain unchanged.

~~D.--Application Procedure~~

- ~~1.--Application for license to conduct an Adoption Agency shall be made on forms provided by the State Department of Social Welfare and shall be signed by the Executive Officer of the agency and the Chairman or President of the agency board.~~
- ~~2.--Application forms may be obtained from the State Department of Social Welfare District Office serving the area in which the county agency or private agency is located.--The forms and supporting material should be prepared in triplicate, two copies to be submitted to the State Department of Social Welfare district office, which will retain the original and send one copy to the Child Welfare Division, Sacramento.--The third copy may be retained for the agency files.~~

~~Applications shall be accompanied by:~~

- ~~(a)--Written statement of the proposed plan of operations.--This shall include the administrative plan, a current organization chart of the agency showing the administrative and functional relationships of all units and divisions, and proposed plan for providing office space, equipment, and transportation.~~
 - ~~(b)--Number of staff employed or to be employed in the adoption program.~~
 - ~~(c)--Training and experience of staff to be employed in the adoption program.~~
 - ~~(d)--Copies of any agency policies, procedures, instructions or manuals relating to children's programs.~~
 - ~~(e)--Copy of the proposed budget for the adoption program.~~
- ~~3.--Renewal applications will follow the procedure outlined for original applications except that the written statement submitted with the application may be limited to any changes which have occurred since the last application.--Although the legal requirement for filing renewal application states that the renewal must be filed 10 days before the expiration of license, the SDSW operating staff should be informed of the intentions of the agency at least 30 days before the expiration date, in order that the agency may be kept currently licensed.--~~

~~An agency which has filed its application for renewal of license within the time specified by law shall be deemed to be operating under a license of the SDSW until such time as the application has been acted upon.~~

(a)

(a) To amplify procedure to be followed in application and licensing of public and private adoption agencies.

E.--Licensing-Study

~~After receiving any application for license the State Department of Social Welfare will make an evaluation of the agency to determine action to be taken. This evaluation will include a review of the application and supporting material and a study of the agency.~~

F.--Supervision

~~The State Department of Social Welfare shall maintain a supervisory relationship to licensed adoption agencies.~~

D. Application Procedure1. Forms

Application for license to conduct an adoption agency shall be made on forms provided by the SDSW. The forms (Form CPA 10 AD for public adoption agencies, and CPA 10 for private agencies) may be obtained from the SDSW district office serving the area in which the agency is located. The forms and supporting material shall be submitted in duplicate to the SDSW district office, which will retain the original and send one copy to the Adoption Bureau.

2. Signaturea. Public Adoption Agencies

The application shall be signed by the chairman of the board of supervisors and shall be accompanied by a copy of the resolution or motion of the board authorizing the chairman to sign the application and to enter into the necessary agreement with the SDSW.

(a)

b. Private Adoption Agencies

The application shall be signed by the executive officer of the agency and the chairman or president of the agency board.

3. Plan of Operation

The application shall be accompanied by a written plan of operation covering the following points:

- a. Administrative Structure of the agency, including an organization chart. In a multiple function agency show the relationship of the proposed adoption unit to all other units and divisions.
- b. Staff to be employed in the adoption program, giving the basis for the estimate of number required, the training and experience of the professional staff, and the statement that professional staff will have the qualifications set forth in Sec. 2420-00, Part I, Subdivision 4 of the Adoption Manual.

(a) To amplify procedure to be followed in application and licensing of public and private adoption agencies.

- c. Physical Arrangements, giving plans for office space (including provision for privacy in interview), equipment, transportation, and records.
- d. Services which will be available to parents and children, the plan for mental and physical examinations, the plan for medical care and foster home care of children, and the plan for recruitment and selection of adoptive homes.
- e. Proposed Budget for the fiscal year, or the remaining portion of it.

E. Budget Detail Required from County Adoption Agencies

1. Salaries and Wages

a. Personnel spending full time on adoptions

For each worker show classification, rate of pay, and total salary until the end of the fiscal year. If there are several workers in the same classification at identical rates of pay, they may be grouped showing the number of workers, the common rate and the combined salaries. If salary increases are to be allowed during the year, show the month during which the increase is to take effect and the increased rate of pay.

(a)

b. Social Service personnel devoting part time to adoptions

Show detail for individual workers as above. Include a statement supporting the proportion of time to be spent on adoptions for each worker and prorate the annual salary chargeable to adoptions according to this proportion.

c. Administrative and clerical personnel

Include a lump sum to absorb the allocation to adoptions from "over-all" or from "joint" programs. Explain the derivation of the estimated proportion of these items chargeable to adoptions.

2. Maintenance and Operation

Show individually the total estimated expenditure of the agency for each relevant item in the agency's budget (e.g., telephone, travel, etc.) and the amount estimated to be charged to adoptions. Explain for each item the basis for determining the amount so to be charged. Include in this item fees for medical examinations to determine fitness for adoption.

(a) To amplify procedure to be followed in application and licensing of public and private adoption agencies.

3. Capital Outlay

List individual items of equipment to be purchased for the adoption program; give specifications and price. A justification for each item shall be shown. If equipment is to be purchased for use on adoptions only, it shall be charged to that program; as a consequence equipment to be purchased for use on programs exclusive of adoptions shall not be charged to "over-all" but to the program or "joint" programs, excluding adoptions, on which it is to be used. Equipment to be purchased for use on adoptions and other programs shall be charged to "over-all" or "joint" programs including adoptions.

4. Cost of Care

Show the total amount necessary for cost of care. Indicate supporting data such as the number of children and the average cost of care per child.

F. Renewal Application

Renewal applications shall be submitted on Form CPA 11 Ad by county adoption agencies and on Form CPA 11 by private adoption agencies. Although the legal requirement for filing renewal application states that the renewal must be filed 10 days before the expiration of license, the SDSW operating staff should be informed of the intentions of the agency at least 30 days before the expiration date, in order that the agency may be kept currently licensed.

(a)

An agency which has filed its application for renewal of license within the time specified by law shall be deemed to be operating under a license of the SDSW until such time as the application has been acted upon.

G. Issuance of License

After receiving an application for license, the SDSW will make an evaluation of the agency to determine action to be taken. This evaluation will include a review of the application and supporting material and a study of the agency.

1. County Adoption Agencies

If the plan of the county agency is approved by the SDSW, an agreement to be entered into between the SDSW and the county board of supervisors and to run concurrently with the license, will be prepared in triplicate by the Bureau of Adoptions and will be sent by it to the board of supervisors for signature by the chairman. All three copies will be returned to Sacramento and will be signed by the Director of the SDSW. The original will be retained in the Sacramento office, one copy will be sent to the board of supervisors and one copy to the proper district office of SDSW. The license (Form CPA 30 AD), which will be effective until the end of the fiscal year, will be signed by the Director of the SDSW, and will be issued by the Adoption Bureau to the agency.

- (a) To amplify procedure to be followed in application and licensing of public and private adoption agencies.

2. Private Adoption Agencies

Licenses (Form CPA 30) to state-wide adoption agencies will be issued by the Adoption Bureau; licenses to local private adoption agencies will be issued by the district office of the SDSW. License will be for a period not to exceed one year.

(a)

H. Supervision

The SDSW will maintain a supervisory relationship to licensed adoption agencies.

(a) To amplify procedure to be followed in application and licensing of public and private adoption agencies.

Marriage and dissolutions of marriage shall be verified as follows:

A. Natural Parents

1. Marriage record of parent or parents at time of child's birth
2. Record of previous marriage of either parent, and subsequent deaths or divorces of spouse in each case
3. Record of subsequent marriages of mother and record of termination of marriage.

B. Petitioners or Applicants

1. Marriage records of both;
2. Record of any previous marriage of either;
3. Record of divorce, annulments, or death of the spouse in each previous marriage of either.

(a)

The following shall be verified:

A. Natural Parents

1. Marriage of parent or parents at time of child's birth.
2. Previous marriages of mother, and termination of each by death, divorce, or annulment.
3. First marriage of mother subsequent to child's birth.

B. Petitioners or Applicants

1. Present marriage
2. Previous marriages of both
3. Termination of each previous marriage by death, divorce, or annulment.

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. M. McKinney
(Signature)

Director
(Title)

9/28/48
(Date)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14

October 1, 1948

*FILE - 222
CHAPTER - 2*

FILED

in the office of the Secretary of State
of the State of California

OCT 1 - 1948

At 8.00 o'clock 9 M.

FRANK M. JORDAN, Secretary of State

By Robert H. Jordan
Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of the following regulations
issued by the State Department of Social Welfare:

REVISIONS TO MANUAL OF POLICIES AND PROCEDURES

These regulations were adopted by the State Social Welfare Board on September 23, 1948, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, 103.5, 103.6, and 114b, and are filed in accordance with provisions of Section 11380 of the Government Code.

Regulations contained in 146-00, 155-15, 155-20, 155-25, 155-30, 155-60, 156-15, 156-20, 156-25, 156-40, 156-50, 361-10, 361-50, 601-42, 601-43, 601-44, 601-45, 601-47, 601-48, 601-49, 601-50, 626-50, 626-60, 627-10, 627-20, 627-30, 627-40, 627-45, 627-50, 627-85, 627-90, 645-29, 645-37, 645-39, 645-96 were adopted to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director *2pm*
Department of Social Welfare

468:b5
Attachments

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI

1870 JACKSON STREET
SAN FRANCISCO

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JOHN T. MARTIN

1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE
BERKELEY

Under certain circumstances adjustment for overpayment is made by an appropriate decrease in the grant if the recipient (child or family unit in ANC) remains otherwise eligible. Such decrease shall be made as soon as administratively possible after the necessity for such adjustment becomes known, but in no event may the decrease be effective later than the second month following that in which the overpayment occurred. (For exception in ANC see note following 1D.)

See Sec. 361-12 for adjustment due to absence of child from home, and Sec. 361-50 for adjustment by discontinuance of aid.

I Overpayment Due to Income (and/or Change in Total Need)

- A. When income and/or a change in total needs of the recipient (child or family unit in ANC) causes the amount of the grant together with the income to exceed the amount to which he is eligible under the code or regulations for the particular category of aid, the adjustment shall take into consideration the income and total needs, plus all overpayments which occurred, during the two preceding months.

Example 1: On May 12 the county discovers that family receiving an ANC grant of \$160 which meets total needs, received \$30 in April and \$30 in May from an adult son living outside the home, who indicated he would continue to make this contribution. In a discussion with the mother it was agreed that the \$30 received in April was not excess income as the full \$30 was used to meet the cost of roof repairs. Therefore, there was no overpayment for April. However, there was an overpayment of \$30 in May. Aid for June was reduced to \$100 (\$160 less \$30 overpayment for May and \$30 income in June).

Aid for July was increased to \$130 (\$160 less \$30 income received in July).

Example 2: On October 10 the county discovers that an OAS recipient secured steady work earning \$15 in September and thereafter. Total monthly need in September and October was \$60. The recipient was eligible in both September and October to \$15 (\$60 less \$15) but received \$55, resulting in \$20 overpayment for these months. Effective November 1, total need is \$70 and income continues at \$15. Aid is reduced to \$35 (\$70 less \$20 overpayment in September and October, and \$15 income in November).

Example 2: In December the county discovers that an OAS recipient secured steady work earning \$15 in November and thereafter. Total monthly need in November and December was \$70. The recipient was eligible in November and December to \$55 (\$70 less \$15) but received \$65 resulting in a \$10 overpayment in each of these months. In January the need is \$70 and income continues at \$15. Aid is reduced effective January 1 to \$35 (\$70 less \$20 overpayment in November and December and \$15 income in January).

(a)

FILED

in the office of the Secretary of State
of the State of California

OCT 1 - 1948

At 8.00 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

[Faint, illegible text from bleed-through]

10

- B. A decrease in the grant (or a cash adjustment by means of a refund from the current income including the grant to which the recipient (child or family unit in ANC) is currently eligible) shall not be made because of income received prior to the second month preceding the current month. When the overpayment is discovered too late to adjust the grant within this time limit, and the delay in discovering the income was caused by actual or constructive fraud, request for repayment from resources other than the income including the current grant is in order under Sec. 670-85, Overpayment Caused by Income. If mistake of fact occurred, request for repayment is not in order. When the exact amount of income for a given month is known in advance, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.

Example 3: On January 10 the county determines that a family receiving ANC will receive \$20 as a first payment on Industrial Compensation Insurance on or about February 10. The income, plus the current grant will exceed total budgetary needs of the family budget unit. Therefore, the grant will be decreased by the amount in which the grant plus income exceeds the total budgetary needs.

Example 4: The county determines on October 15, that an OAS recipient will receive on November 10 his first \$20 monthly payment from an annuity. The income plus the current grant will exceed his total need. The grant, therefore, will be decreased effective November 1.

- C. When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.

Example 5: It is known that an ANB recipient's initial payment from an annuity will be received in October, but it is not until receipt of the annuity check that the amount thereof is known. Any necessary decrease in the grant of aid shall be made effective November 1, if possible, but not later than December 1, and the income to be received in the month of adjustment and overpayment during ~~period of adjustment~~ the two preceding months shall be taken into con- (a)
sideration in determining the amount of decrease.

- D. When the income is irregular and cannot be foretold, but is determined not to be casual income in OAS and ANB or small intermittent income in ANC, adjustment by means of refund may be made within the current adjustment period, in lieu of decreasing the grant, to the extent of the aid paid to which the recipient (child or family unit in ANC) was not entitled by reason of receipt of the income.

Example 6: A single OAS recipient having no income and no need in excess of ~~\$69~~ \$65 a month secures employment in October. The county ascertains on October 15 that he was paid \$35 which represented net income. (a)

Adjustment may be made in either of two ways, i.e.:

- (1) Decrease in aid effective November 1 or not later than December 1;

or

- (2) Repayment by the recipient of \$35 in November or December, such cash adjustment to be reported to the SDSW in the usual manner.

NOTE

In ANC when the county finds that the decrease or cash adjustment would cause hardship no adjustment within the current adjustment period is required and aid may continue in the amount necessary to meet current needs. However, in instances where actual or constructive fraud exists there is right of collection from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information upon which the determination of hardship is based.

II Overpayment Due to Excess Personal or Real Property

When real or personal property has exceeded the legal limitation during the current adjustment period but has later been reduced within the maximum, thus making the recipient (child or family unit in ANC) eligible to continued aid, the grant is decreased within the current adjustment period as follows:

- A. Overpayment Due to Actual Fraud: The grant is adjusted by deducting the amount of aid paid during the one and/or two months preceding the month of adjustment from the amount to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment.

Example 7: The county discovers on December 16 that an OAS recipient's personal property totaled \$612 since July 1. Actual fraud existed because the recipient admitted he did not report the change in his circumstances as he did not wish the grant of \$20 stopped. By January 1 the property is reduced within the amount allowable. Total need in January, the month of adjustment, is \$70 and the recipient has \$15 income from a son in that month. He would be entitled to receive \$55 were it not for the overpayment due to excess personal property. Adjustment is in order for the full amount of aid paid in November and December (\$40) and the grant effective January 1 is reduced to \$15 (\$55 - \$40). (The unadjusted remainder of overpayment for the period July 1 through October 31, is subject to collection under provisions of Sec. 670-80.)

- B. Overpayment Due to Constructive Fraud or Mistake of Fact: The grant is adjusted by deducting the largest amount by which the property exceeded the legal limitation during the two months preceding the month of adjustment or the amount of aid received, whichever is the lesser, from the amount to which the recipient (child or family unit in ANC) would otherwise be entitled in the month of adjustment. Where there was excess property both during and before the current adjustment period and

such excess was greater than the amount adjusted through the decrease, the unadjusted remainder is subject to collection under provisions of Sec. 670-80.

Example 8: During November county discovers that recipient was ineligible to ANB on October 1, as total value of his cash and securities was \$627 and he had no plan for rehabilitation. This value remained the same on November 1, but during November was reduced within the amount allowable. Recipient's regular monthly income was \$15, total monthly need in October and November ~~\$95~~ \$100, and he received the maximum grant of ~~\$75~~ \$80. Although recipient was ineligible in both October and November, the overpayment was due to constructive fraud and adjustment is in order only for the excess of \$27. On the basis of income alone recipient is entitled December 1 to ~~\$75~~ \$80 ANB. Since the excess property is not applicable toward ~~unmet~~ need it is deducted from the grant to which he would otherwise be eligible. The grant for December is, therefore, ~~\$48~~ \$53 (~~\$75~~ \$80 less \$27 excess property). (a)

Example 9: The county discovers on February 16 that an OAS recipient's personal property had been excessive since September. Personal property had gradually been reduced from a maximum of \$635 in September to \$617 in January and \$614 in February. By March 1 the personal property is reduced within the amount allowable. Although the recipient was ineligible from September through February, it is determined that the overpayment was due to constructive fraud. Thus adjustment is in order only for the excess. Total need in March, the month of adjustment, is \$75 and the only income is a \$15 contribution from a son. Were it not for the overpayment which occurred in January and February the recipient would be entitled to receive a grant in March of \$60. The maximum by which personal property was excessive in January and February, the two months preceding the month of adjustment, was \$17 and accordingly the March grant is reduced to \$43 (\$60 less \$17 excess). Since in September the recipient's personal property exceeded the amount allowable by \$35, \$18 of this excess remains unadjusted (\$35 maximum excess less the \$17 adjusted by decrease in March grant). This unadjusted excess shall be subject to collection under the provisions of Sec. 670-80.

- C. When the discovery of the excess property occurs too late to make the adjustment effective not later than the second month following that in which ineligibility existed, the right exists to request repayment under Sec. 670-80, Overpayment Caused by Possession of Excess Property.

III Overpayment Due to Reason Other Than Income or Excess Property

When overpayment has occurred for reason other than income or excess property, and the circumstances have so changed that the recipient (child or family unit in ANC) is eligible to receive aid in the month of adjustment, the grant to which there would otherwise be eligibility in that month is decreased to the extent of the overpayment occurring within the two months preceding the month of adjustment.

Example 10: An ANB recipient's application was signed on October 6. However aid in the amount of ~~\$75~~ \$80 was granted from October 1. Since aid may not antedate the signing of the application the recipient was overpaid for five days in October or ~~\$12.50~~ \$12.90. Were it not for the overpayment which occurred in October the recipient would be entitled to receive ~~\$60~~ \$80 in November. The grant for that month is decreased to ~~\$62.50~~ \$67.10 and is increased to ~~\$75~~ \$80 effective December 1.

(a)

When the ineligibility was discovered too late to make the adjustment effective not later than the second month following that in which ineligibility existed, there is no right to request repayment if the delay in discovering the ineligibility was due to mistake of fact. If the delay was due to fraud, either actual or constructive, request for repayment to the extent of the aid paid during the months of ineligibility would be in order under Sec. 670-90, Overpayments Caused by Other Factors. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472; AGO NS4473)

When the recipient (child or family unit in ANC) does not meet the eligibility requirements, aid shall be discontinued. The discontinuance shall be effective as soon as administratively possible after the necessity for discontinuance becomes known (for exceptions in ANC see note following I-B). However, if the ineligibility is not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible.

If a recipient (child or family unit in ANC) is eligible on the first day of the month, but eligibility status changes at some time during that month for any reason, no overpayment occurs if aid is discontinued at the end of that particular month.

Example 1: A recipient having no income and whose need was not more than ~~\$60~~ \$65 received ~~\$60~~ \$65 OAS on October 1. On October 17 he began receiving a regular monthly income of \$75. Aid is discontinued effective October 31. There is no repayment due.

(a)

Example 2: A recipient received ~~\$70~~ \$80 ANB on December 1. On December 5 he received \$400 cash through inheritance which caused his personal property holdings to exceed \$600. Aid is discontinued December 31. No repayment is due.

I. Overpayment Due to Income (and/or Change in Need)

- A. When a delay in discovery of income (and/or change in need) makes it impossible to discontinue aid effective the last day of the month in which the income was received, but discontinuance of aid for an otherwise eligible recipient (child or family unit in ANC) is effective the last day of the following month, the discontinuance adjusts for overpayment during the two months preceding the month of adjustment, i.e., the month for which aid is discontinued, to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment is subject to repayment under the provisions of Sec. 670-85, Overpayments Caused by Income, if the overpayment was due to actual or constructive fraud. If due to mistake of fact no right to request repayment exists.

Example 3: Family eligible as of November 1 for an ANC grant of \$90. On November 15 the family received \$60 income and the same amount on December 15. Aid was discontinued effective December 31 and restored effective February. Had no adjustment been necessary, \$90 ANC would have been paid for January (the month of adjustment). Since constructive fraud was determined to exist, the \$120 overpayment is adjusted to the extent of \$90 by the one month discontinuance and repayment of \$30 is requested. If the family has no resources other than the income including the grant to which there is current eligibility, repayment shall not be required until and unless the family at some future time is possessed of resources from which repayment can be made.

(a) Change in law.

Example 4: An OAS recipient who has no need in excess of ~~\$60~~ \$65 earns \$30 in ~~September~~ October and \$40 in ~~October~~ November, nothing thereafter. Income is discovered by county on ~~October~~ November 27. Aid is discontinued effective ~~October~~ November 30 and restored effective ~~December~~ January 1. Had no adjustment been necessary, ~~\$60~~ \$65 OAS would have been paid for ~~November~~ December (the month of adjustment). Since constructive fraud was determined to exist the \$70 overpayment is adjusted to the extent of ~~\$60~~ \$65 by the one month's discontinuance, and repayment of ~~\$10~~ \$5 shall be requested. If the recipient has no resources other than the income including the grant to which he is currently eligible, repayment may not be required until and unless the recipient at some future time is possessed of resources from which repayment can be made.

Example 5: ~~On September 15 the county learns that an OAS recipient earned \$55 in August and \$30 in September. The recipient received \$60 aid in each of those months. Aid was discontinued effective September 30 and restored November 1. The recipient's total need both in August and September was \$60, in October, \$75. He began receiving a contribution of \$5 from his son in October leaving an unmet need of \$70 in that month. The \$85 overpayment is adjusted to the extent of \$70 and repayment of \$15 shall be requested if the recipient committed actual or constructive fraud. If the recipient committed actual or constructive fraud and has no resources other than his income including the grant to which he is currently eligible, repayment may not be required until and unless the recipient at some future time is possessed of resources from which repayment can be made.~~ (a)

Example 5: On November 15 the county learns that an OAS recipient earned \$55 in October and \$30 in November. He received \$65 aid in each of those months. Aid is discontinued effective November 30 and restored effective January 1. The recipient's total need both in October and November was \$65. In December his need was \$75 and in that month he began receiving a contribution of \$5 from his son, leaving an unmet need of \$70 in December. The \$85 overpayment is adjusted to the extent of \$70 and repayment of \$15 shall be requested if the recipient committed actual or constructive fraud. If he has no resources other than his income including the grant to which he is currently eligible, repayment may not be required until and unless the recipient at some future time is possessed of resources from which repayment can be made.

- B. When ineligibility is discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible. If the delay in discovering income was caused by actual or constructive fraud, a repayment shall be requested by the county to the extent of the aid paid in the month during which the income was received, from resources other than the income, including the grant to which the recipient (child or family unit in ANC) is currently eligible. If mistake of fact occurred, no right of collection exists.

(a) Change in law.

NOTE: In ANC when the county finds that the discontinuance would cause hardship, the county is not required to make such adjustment within the current adjustment period and may continue aid in the amount necessary to meet current needs. However, where there is actual or constructive fraud right of collection exists in such instances from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information on which the determination of hardship is based.

II. Overpayment Due to Excess Property or Factors Other Than Income

If at the time excess property or other disqualifying factors are discovered the recipient (child or family unit in ANC) is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment (i.e., the month for which aid is discontinued) is not more than two months subsequent to the month of ineligibility.

When the amount of overpayment is equal to or greater than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be discontinued for one month. (When the amount of the overpayment is less than the amount of the grant to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment, aid shall be decreased to the extent of the overpayment.) (See Sec. 361-10, Decrease in Grant.)

When the disqualifying facts are discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, or when the discontinuance does not totally adjust the overpayment, right of collection exists pursuant to the provisions of Secs. 670-80, Overpayments Caused by Possession of Excess Property, and 670-90, Overpayments Caused by Other Factors.

Example 6: On October 15 county discovers that recipient was ineligible to \$60 OAS for September and October because he possessed \$900 personal property, but his holdings are reduced within the maximum by November 1. Were it not for the overpayment of \$120 (\$60 in both September and October) recipient would be eligible to a grant of \$60 on November 1. Aid is discontinued October 31 and restored December 1 in the amount of \$60. The discontinuance for November adjusts for \$60 of the \$120 overpayment. The unadjusted remainder of overpayment (\$60) is subject to collection under provisions of Sec. 670-80.

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered.

(W&IC 1511, 1552.3, 1552.5, 1560, 2020, 2140, 2220, 3075, 3078.5, 3084, 3460, 3472; AGO NS4473)

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Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted by the respective category of aid. Aid shall be discontinued when the total holdings exceed the maximum permitted. (See Secs. 134-10, Real Property Sold by Recipient, and 134-15, Acquisition of Real Property by Exchange.)

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum for the particular category of aid, e.g., the exchange of stocks and bonds for cash, or in OAS, ANB, and APSB the exchange of equipment for a car and vice versa.

The following represent some types of conversion of property from one form to another: (See Sec. 141-00, Types of Personal Property.)

1. Principal payments on property sold under contract of sale and principal payments received on a mortgage or similar instrument.
2. Payment received for Indian allotments sold by the U. S. Government upon the petition of the Indian for whom the property is held in trust.
3. Lump sums received from the maturing of life insurance policies or surrender of them for their cash value. (W&IC 1520, 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460; AGO NS801, NS4943)

In OAS, money (if retained in cash or securities) received by a recipient from the sale of his home under eminent domain proceedings shall not be considered in determining personal property holdings during the one year period subsequent to the date payment is received. ~~In order that such funds may be considered exempt during this period a suit must have been filed in the Superior Court under eminent domain proceedings and the sale consummated subsequent to the date such suit was filed. Verification of these facts must be included in the case record.~~ It is not essential that a suit be filed in the superior court under eminent domain proceedings but verification of the fact that the property was sold under threat of eminent domain proceedings by duly constituted authorities shall be included in the case record. At the expiration of the one year period the unexpended amount shall be considered in determining the amount of the recipient's personal property. (W&IC 2165d) (a)

In ANB and APSB proceeds received by a recipient from involuntary conversion of real property shall be considered real property for a period of one year from date of receipt. In order that such funds can be considered as real rather than personal property during the one year period there must be evidence that the sale was involuntary. ~~i.e., the sale was forced as the result of the filing of a court action under eminent domain proceedings or otherwise.~~ (If there is any question that a particular action was involuntary, the matter should be referred to the county's legal advisor.) Any of the proceeds remaining at the termination of the one year period shall be considered as personal property in determining eligibility to continued aid. (See Sec. 132-30, Determination of Assessed Value of Real Property) (W&IC 3047.3, 3447.3) (b)

- (a) Change in policy
- (b) To conform with existing policy

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The document also mentions the need for regular reviews and updates to the records to reflect any changes in the data.

In addition, the document highlights the role of the accounting department in ensuring that all transactions are properly recorded and classified. It notes that this is a key responsibility of the department and that it must be carried out with the highest level of accuracy and attention to detail.

The document also discusses the importance of maintaining a clear and concise record of all transactions. It notes that this is essential for ensuring that the records are easy to understand and that they provide a clear picture of the financial situation.

Finally, the document mentions the need for regular communication and collaboration between the accounting department and other departments. It notes that this is essential for ensuring that all transactions are properly recorded and that the financial system is kept up to date.

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Finally, the document mentions the need for regular communication and collaboration between the accounting department and other departments. It notes that this is essential for ensuring that all transactions are properly recorded and that the financial system is kept up to date.

In OAS, ANB, and APSB, the value of any increment (interest and/or increase) accruing from the converted property shall be considered in the same manner as other income or property. In ANB and APSB, the assessed value of any converted property shall be determined. ~~If the converted property is of a type not normally assessed the current market value shall be used.~~ (See Secs. 143-10, Determination of Value of Personal Property; 143-35, Determination of Value of Cash on Hand and in Safe Deposit Boxes; Sec. 143-37, Determination of Value of Bank and Postal Savings Accounts; Sec. 143-45, Determination of Value of Notes, Mortgages, and Deeds of Trust; and Sec. 143-55, Determination of Value of Stocks and Bonds.) (a)

(a) To conform with existing policy

Due to present travel restrictions, it may not be possible to interview the recipient in his home during the reinvestigation. It is therefore necessary to use substitute methods of giving service and making necessary investigations.

In OAS, ANB, and APSB the investigation shall include any one of the following procedures:

1. An interview with the recipient at his home within a three-month period prior to the completion of the reinvestigation;
2. An interview with the recipient elsewhere than in his home within the three-month period;
3. When it is impossible to make a home call or secure an interview elsewhere at the time reinvestigation is due, Affirmation of Eligibility (Forms Ag, Bl 206) shall be mailed to the recipient at his home address. His actual presence at his given address shall be verified by registered letter with return receipt or by some other independent method. (a)

In OAS, ANB, and APSB, the reinvestigation shall include an interview with the recipient in his home or elsewhere within a 3 month period prior to the completion of the reinvestigation. In most instances a home visit is preferable. In no case shall the reinvestigation of eligibility be considered complete unless there has been at least one interview with the recipient.

In ANC the reinvestigation shall include any one of the following procedures:

1. A home call shall be made during the reinvestigation or within three months prior to completion of reinvestigation; or when this is not possible,
2. A home call shall be made within the year preceding the completion of the investigation, and an interview shall be held elsewhere within the three-month period prior to completion of reinvestigation. In the course of this interview, the living arrangements for the children shall be ascertained and points of eligibility reviewed. (W&IC 1560, 2140, 3075, 3460)

(a) Change in policy.

The following report was prepared by the investigator, it is to be noted that the investigation was conducted in the home of the subject and making such report as to the results of the investigation.

On April 1, 1934, the investigator, [Name], was present at the home of the subject, [Name], at [Address], New York, New York.

The subject, [Name], was born [Date], at [Place], New York, New York. He is a [Occupation], and has been married to [Name] on [Date]. The subject has one child, [Name], born [Date]. The subject is a [Religion], and is a member of the [Church]. The subject has been employed by [Company] since [Date]. The subject has been married to [Name] for [Years] years. The subject has one child, [Name], born [Date]. The subject is a [Religion], and is a member of the [Church]. The subject has been employed by [Company] since [Date].

The subject has been married to [Name] for [Years] years. The subject has one child, [Name], born [Date]. The subject is a [Religion], and is a member of the [Church]. The subject has been employed by [Company] since [Date]. The subject has been married to [Name] for [Years] years. The subject has one child, [Name], born [Date]. The subject is a [Religion], and is a member of the [Church]. The subject has been employed by [Company] since [Date].

The subject has been married to [Name] for [Years] years. The subject has one child, [Name], born [Date]. The subject is a [Religion], and is a member of the [Church]. The subject has been employed by [Company] since [Date].

A home visit shall be made by the investigator on [Date] at [Address], New York, New York. The purpose of the visit is to determine the living arrangement of the subject and to determine the living arrangement of the subject. The investigator shall be present at the home of the subject on [Date] at [Address], New York, New York. The purpose of the visit is to determine the living arrangement of the subject and to determine the living arrangement of the subject. The investigator shall be present at the home of the subject on [Date] at [Address], New York, New York. The purpose of the visit is to determine the living arrangement of the subject and to determine the living arrangement of the subject.

Application may be made on behalf of a child who is to be paroled from the California Youth Authority prior to his parole. (W&IC 1560)

When application is made on behalf of a parolee from the California Youth Authority, the application shall be processed by the county in which the parolee has residence. The California Youth Authority will assist in obtaining information necessary for establishing eligibility. (W&IC 1560) (a)

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

Assistance may be paid to a person, otherwise eligible, who has state residence under provisions of the respective category of aid provided that he resides in county in which application is made and has so resided continuously for at least one year (six months for ANB or APSB applicants who became blind while a resident of this state) immediately preceding date of application.

Any person otherwise eligible who qualifies under state residence requirements and who does not have county residence of one year (six months for ANB applicant who became blind while a resident of this state) may file application, or have application filed on his behalf, in county in which he resides. Aid, if granted, shall be reimbursed in full by state until required period of county residence has been completed. (See also Sec. 122-15, Non-County Residence.)

If an applicant is not living in the county of residence, the county in which the applicant is actually living shall accept the application for the county of residence and shall, without delay, submit the signed application to the county of residence. The county in which the applicant is living then obtains all available information and submits it to the county of residence. The county of residence shall then complete the investigation. (For exception see Secs. 202-55, Application of Patient on Leave from State Hospital and 201-15, Person Making Application, ANC) (a)

If a county in which an applicant is living accepts an application and grants aid, the SDSW will reimburse on a joint basis until county responsibility or non-county status is determined. When this determination has been made the SDSW will make the proper reimbursement adjustment. (W&IC 1526, 1527, 1560, 2140, 2160, 2220, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3433, 3450, 3460)

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

Residence of a child follows county residence of the parent who has custody. Residence of parent is determined by his union of act and intent. In order to determine county residence of children under ANC law, the following rules shall govern and shall be operative in consecutive order; i.e., subdivision a must be applied first and if that is not applicable, subdivision b must be applied; if that is not applicable than c must be applied, etc:

- a. Residence of father determines that of child during lifetime of father unless father has abandoned child, has been legally deprived of its custody, or is in fact living separate and apart from mother of child. In the latter case, residence of child is determined by residence of parent who has his custody. "Legally deprived of its custody" is held to mean deprived of custody (1) because of the appointment of a legal guardian; (2) by reason of a court order declaring the child free from the parents' care and custody under Sec. 775 et. seq. of the W&IC or (3) by court order in a divorce action. A parent of a child who is made a ward of the Juvenile Court under Sec. 700 of the W&IC is not deprived of custody by reason of such commitment.

If the mother's residence has been controlling the residence of the child under the provisions of the above paragraph, upon the death of the mother the county residence of the father begins to govern unless he has abandoned the child or has been legally deprived of its custody under Sec. 775 of the W&IC.

- b. If child's residence is not determined under subdivision a, then residence of mother determines that of child during lifetime of mother, unless mother has abandoned child or has been legally deprived of its custody. (See subdivision a for definition of "legally deprived of custody.") Residence of husband shall not be deemed residence of wife when they are living separate and apart and in such case each may have a separate residence, dependent upon proof of the fact. The fact of living separate and apart in such instance implies physical separation and may be voluntary, or may be involuntary, e.g., when husband is a patient in public or private hospital or inmate of a prison or in a county jail for a continued length of time.
- c. If the residence of the child is not determined under subdivision a or b above, then residence of any individual who has been appointed legal guardian determines the residence of the child.

If the residence of the child is not determined under subdivision a or b above, the child has no guardian and such child is a ward of the Juvenile Court (committed to the care of the probation officer or the California Youth Authority), the county in which the court is located shall be considered the residence of the child. (a)

- d. A foundling is deemed to have county residence in the county in which he is found.
- e. If the residence of the child is not determined under subdivision a, b, c, or d above, and the child has been placed in an institution or boarding home by a public agency, the county in which the child has residence at the time of such placement shall be considered the residence of the child until his residence can be determined under subdivision a, b, or c.

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

For the purposes of this section, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

Example: Family resided in County A. Mother died and father's whereabouts became unknown. County A placed child in an institution in County B, located father and secured support. Subsequently father disappeared and it was necessary to apply for ANC. For purposes of ANC, the residence of the child remains County A until and unless his residence can be determined under subdivision a or c.

If residence is not determined under subdivision a, b, c, d, or e, above, then the following shall be invoked:

County in which child is living shall be deemed the county of residence when the child has been physically present in county for one year. This applies to child who does not have a parent or guardian in the state to establish county residence for him, or whose parent or guardian cannot be located after a complete investigation by the county. It also applies to a child living in an institution, except when the county placed the child in the institution, in which case the county in which the child has residence at time of placement shall be considered his residence. The county may accept an application from person who is actually caring for child regardless of relationship between child and such person, or, if this procedure is not deemed advisable, the county may, in its own behalf, file an application for support for child. (See Sec. 125-05, Residence of ANC Child, Application for Aid Filed by Institution.)

Example A: Half orphan child living in County A with mother since 1940. Mother dies September 30, 1942. Child remains in same county living home of Uncle. Uncle appointed child's legal guardian on October 20, 1942. Uncle dies June 6, 1943. Child continues to reside with uncle's wife in County A. Application for ANC filed August 15, 1943.

Child's residence in County A determined by natural mother (subdivision b) from August 15, 1942, through September 30, 1942; by physical presence (subdivision f) from October 1, 1942, to October 20, 1942; by guardian (subdivision c) from October 20, 1942, to June 6, 1943; by physical presence (subdivision f) from June 7, 1943, to date of application.

Example B: Relatives make application for ANC for a half-orphan child living with them in County A. The father's whereabouts has been unknown for two years and, after a complete investigation the county is unable to locate him. The child has no legal guardian and is not a ward of the Juvenile Court, and the provisions of W&IC Sec. 1526 (e) do not apply. Therefore residence is determined under W&IC Sec. 1526 (f), that is, physical presence. (W&IC 1525, 1526, 1560)

~~Aid shall not be granted for a child cared for in a Federal, State or county institution or school. Exception: Aid may be granted under certain circumstances to a child in a county hospital. (See Sec. 164-10, Eligibility During Hospitalization)~~ (a)

A child confined in a public institution for correctional or custodial care is not eligible for ANC. A child confined in a county hospital for temporary medical or surgical care may be eligible for ANC. (See Sec. 164-10, Eligibility During Hospitalization) (a)

Aid shall be discontinued effective as of the last day of the month in which the child for whom aid is received entered the public institution.

When aid is discontinued ~~due to~~ because of the confinement of such child in any public institution, the county may provide that aid be restored when the child ceases to be an inmate of the institution. Upon release of the child, aid may be granted for the balance of the month during which time the child was not an inmate provided the child is otherwise eligible. (a)

A child committed to the California Youth Authority, and paroled by the Authority to the care of relatives or a boarding home, is eligible for ANC provided the child meets all other eligibility requirements. Application for such child may be made while he is still in the Youth Authority facility. (W&IC 1529, 1560) (a)

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

A parent, guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

~~However~~ When a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child. When a ward of the Juvenile Court committed to the Youth Authority has been placed or is about to be placed on parole in a boarding home, the application may be completed by the parole officer of the Youth Authority and filed with the county of residence.

(a)

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

The second action of the board of supervisors is reported on a Notice of Change as follows:

Change	Effective date of Change	Grant	Income	Need
Decrease				
Increase				
Restoration				
Discontinuance	1/31/48 <u>49</u>	xxx	xxx	xxx

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 48 now established as follows:

Oct. 1, 1947 48 - \$60 65 grant - no income
 Nov. 1, 1947 48 - \$45 50 grant - \$15 income, need not above \$60 65
 Dec. 1, 1947 48 - \$60 65 grant - income ceased
 Dec. 31, 1947 48 - Ineligible further payment. Personal property resulting from sale of real property on 12/21 excessive.

Approved by the Board of Supervisors of _____ County on 1/15/48 49.

Example 3. If in Example 2 there had been no property sale but the \$15 income which began in November was continuing income, overpayment occurred not only in November but in December and January. With no need in excess of \$60 65 there was an overpayment of \$45. By board of supervisors' action on 1/15/48 49, the grant for February would be reduced to \$15 20 which adjustment would take into consideration the \$15 income to be received in February and the overpayment for December and January (both of which months would be within the current adjustment period) and the grant would be increased to \$45 50 effective 3/1/48 49. (See Sec. 361-10, Decrease in Grant.) Repayment of the \$15 overpayment in November is requested. (See Sec. 670-88)

The Notice of Change reporting the action would be completed as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease	2/1/48 <u>49</u>	\$15.00 <u>20.00</u>	\$15 earnings \$15 Dec. o.p. \$15 Jan. o.p.	
Increase	3/1/48 <u>49</u>	\$45.00 <u>50.00</u>	\$15	
Restoration				
Discontinuance				

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 48 now established as follows:

Oct. 1, 1947 48 - ~~\$60~~ 65 grant - no income

Nov. 1, 1947 48 and thereafter ~~\$45~~ 50 grant - \$15 income and need not above ~~\$60~~ 65

Approved by the Board of Supervisors of _____ County on 1/15/48 49.

Sec. 362-05

Column 6. No entry is made unless the total verified need exceeds ~~\$60~~ 65 a month in OAS or ~~\$75~~ 80 in ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being ~~\$80~~ 85 a month this amount is entered in Column 6.

Sec. 362-25

Example B: On December 1, a recipient of ANB begins to receive income of \$12 a month and his total need is established at ~~\$90~~ 95 although he has received ~~\$75~~ 80 aid, Form Bl 232 reporting computation of the grant effective December 1, on the basis of need in excess of ~~\$75~~ 80 shall be submitted. In February the income increases to \$16 a month, but total need is established as ~~\$95~~ 100 a month. The submission of Form Bl 232 to report a change in the income and the need is not necessary, as the grant remains the same. In March the income increases to \$25 a month, but total need remains the same. Appropriate adjustment in the grant shall be reported by submission of Form Bl 232.

The applicant or recipient who has no net income from any source shall be granted ~~\$60~~ \$65 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of ~~\$60~~ \$65 a month shall be made when (a) the only income received is:

Casual Income (see Secs. 150-40, Definition of Casual Income and Inconsequential Resources; 150-50, Types of Casual Income; and 150-60, Recording of Casual Income and Inconsequential Resources).

If the applicant or recipient has income other than casual income, non-deductible agricultural income, or income from nursing services, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter.

The net income is subtracted from ~~\$60~~ \$65 (see Sec. 155-20, Statutory Maximum (~~\$60~~ \$65) Less Income), the minimum need of the individual, unless the need is in excess of ~~\$60~~ \$65, in which case the income is subtracted from that amount which represents the total need. In those instances where there is income the record shall show that total needs were discussed with the recipient and how the total need was determined, i.e., the recipient's needs as reported by him shall be recorded together with the amounts required to meet them; also any special needs reported by him and the consideration given to them shall be recorded. If the recipient does not wish to have his special or budgetary needs considered the record shall show that the possibility of doing so was presented to him and was rejected by him. If the determination of the grant on the basis of need in excess of ~~\$60~~ \$65 would appear to be to the recipient's benefit, but he rejects this plan, that fact shall be recorded. In no case, however, may the grant exceed ~~\$60~~ \$65. (a)

There are two ways of establishing that the need is more than ~~\$60~~ \$65.

1. The cost of special items of need may be added to the ~~\$60~~ \$65 statutory maximum. (See Sec. 155-30, Total need - Statutory Maximum (~~\$60~~ \$65) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements. (See Sec. 155-25, Total Need -- Determination by Budget.)

No monetary limit has been placed upon the extent that need may be in excess of ~~\$60~~ \$65. (W&IC 2020, 2020.5, 2025, 2140; U.S. Pub. L 45) (a)

(a) Change in law.

The law establishes ~~\$60~~ \$65 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from ~~\$60~~ \$65. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly ~~\$60~~ \$65. (W&IC 2020)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount,

Example A: A recipient whose need does not exceed ~~\$60~~ \$65 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from ~~\$60~~ \$65 and aid is granted in the amount of ~~\$38.81~~ \$43.81 (~~\$60~~ \$65 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted,

1. Regular income which is estimated, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.

Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of ~~\$57~~ \$62 (~~\$60~~ \$65 minus \$3).

2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount that the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.

Example C: A recipient regularly engages in the repairing of lawn mowers and his exact income from month to month can not be foretold. Income over the past three months has been as follows: June earnings, \$9.50; July earnings, \$12.75; August earnings, \$9.90; total earnings, \$32.15 or a monthly average of \$10.71. Therefore, \$10 is determined to be the recipient's average monthly income, and the grant is ~~\$50~~ \$55 (~~\$60~~ \$65 minus \$10).

3. Income which represents both fixed and adjustable income.

Example D: A recipient whose need does not exceed ~~\$60~~ \$65 is furnished free utilities by his daughter which are estimated at approximately \$4.35. In addition he receives OASI in the amount of \$21.85. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26. Aid is then granted in the amount of ~~\$34~~ \$39 (~~\$60~~ \$65 minus \$26).

When reporting income on the Certificate of Verification of Eligibility (Form Ag 201), or on the Notice of Change (Form Ag 232), the adjusted amount of income that was used in determining the grant should be reported. (See Secs. 237-10, Instructions for Certificate of Eligibility, and 362-05, Instructions for Recording on Notice of Change, Section I.) (W&IC 2140)

(a) Change in law.

The law concerning the public lands of the United States is a complex one, involving many different agencies and interests. The Bureau of Land Management is responsible for managing the public lands, and it is important that we understand the law that governs our actions.

The purpose of this document is to provide a summary of the law concerning the public lands of the United States. It is intended to be a guide for those who are interested in the public lands, and it is not intended to be a substitute for the law itself.

There are many different types of public lands, and each type is managed in a different way. Some lands are managed for recreation, while others are managed for conservation. It is important to understand the different types of lands and how they are managed.

One of the most important principles of public land management is that the public has a right to use the lands. This right is not absolute, however, and it is subject to certain restrictions.

The law concerning the public lands of the United States is constantly changing. It is important to stay up-to-date on the latest developments in the law.

This document is a summary of the law, and it is not intended to be a substitute for the law itself. It is intended to be a guide for those who are interested in the public lands, and it is not intended to be a substitute for the law itself.

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The individual's budget is one way of establishing total need when it is in excess of ~~\$60~~ \$65 a month. (See Sec. 155-30, Total Need - Statutory Maximum (~~\$60~~ \$65) Plus Special Needs, for another way of determining that total need is in excess of ~~\$60~~ \$65.) When a budget of the individual's requirements shows that his need is in excess of ~~\$60~~ \$65 a month the grant is determined by subtracting the income (other than casual income, and non-deductible income from agricultural employment and nursing services) from the total need as established by the budget, except that in no event may the grant exceed ~~\$60~~ \$65. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) When the difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar. (a)

The amount of aid plus the income (other than causal income and non-deductible income from agricultural employment or nursing service) shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar.

Example: Total need as determined by the recipient's budget is ~~\$63.80~~ \$68.80. He has OASI income of \$15.37 per month. The difference is ~~\$48.43~~ \$53.43. Aid is granted in this amount or in the amount of ~~\$49~~ \$54, the next higher whole dollar. (a)

Portions of this section not relative to changes are omitted from the agenda.

EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE:

Portions of this section not relative to changes are omitted from the agenda.

Example B: A single recipient lives in his own home, assessed value \$800. Taxes average ~~\$3~~ \$8 per month, and a street assessment, required payments on which average \$1.05 per month, represents the only encumbrance. Upkeep is \$2 per month. He has no special needs. He receives OASI in the amount of \$10 per month.

	<u>Total Need</u>		<u>Income</u>	
Food		\$27.15	Net value of	
Housing			occupancy	\$ 2.95 (\$4 less \$1.05)
Taxes	8.00	3.00		
Assessment	1.05	OASI	10.00	
Upkeep	2.00		<u>\$12.95</u>	
Net value of occupancy	2.95	* * *		
Electricity	1.20		68.65	
Gas	1.85	Total Need	63.65	
Water	1.40	Total Income	12.95	
Household operations	3.95	Budget	55.70	
Clothing	6.10	deficiency	50.70	
Incidentals	10.00		55.70	
Transportation	3.00	Grant	50.70	
	<u>\$63.65</u>		56.00	
	68.65	or	\$51.00	(a)

Example C: A couple, each receiving OAS, live in their own encumbered home assessed at \$1000. Taxes average \$6 a month, required monthly payments on the total encumbrance are ~~\$12~~ \$20. Upkeep is \$2 a month. The couple state their monthly utility needs are, electricity \$2.60, gas \$3.50, water \$1.50. The husband receives \$20 a month veteran's pension. Necessary medical care for the wife costs \$5 a month. The budget for the husband is as follows:

	<u>Total Need</u>		<u>Income</u>	
Food		\$27.15	Net value of occupancy	None
Housing			Veteran's pension after	
Taxes	\$ 6.00		allowing $\frac{1}{2}$ for wife	\$10.00
Encumbrance	12.00 20.00			\$10.00
Upkeep	2.00	14.00	* * * *	
$\frac{1}{2}$ of	\$20.00 28.00	10.00		68.00
Net value of occupancy*		None	Total need	\$64.00
Utilities**			Total income	10.00
Elec.	\$ 2.60		Budget deficiency	\$54.00
Gas	3.50			58.00
Water	1.50			
$\frac{1}{2}$ of	\$ 7.60	3.80	Grant	\$54.00
Household operations		3.95		
Clothing		6.10		
Incidentals		10.00		
Transportation		3.00		
		\$64.00		
		68.00		

*To arrive at net value of occupancy (See Sec. 152-10, Occupancy Value of Homes Owned by Recipient) deduct from the table value the recipient's share of the encumbrance payment. In this case the recipient's share of the encumbrance payment eliminates value of occupancy.

**The prorated share of utilities is allowed for each of the couple in computing his total need and each recipient fills in the affidavit at the bottom of the Budget Work Sheet (Form Ag 241) as to the amount of his share of the utilities for the household. (See Sec. 155-26, Form Ag 241, Budget Work Sheet, and Instructions for Use.)

The need of the wife is the same as that of her husband except that she has an additional need of \$5 per month for medical care. Therefore, her total need is ~~\$64.00~~ \$68.00 plus \$5 or ~~\$69.00~~ \$73.00, and her grant is determined as follows:

<u>Total Need</u>	<u>Income</u>
\$69.00 73.00	Net value of occupancy
	$\frac{1}{2}$ of Veteran's pension
	received by husband
	* * * *
	73.00
	Total need
	Total income
	Budget deficiency
	63.00
	Grant \$59.00 63.00

Portions of this section not relative to changes are omitted from the agenda.

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30 (used for lights and cooking). ~~There are no special needs.~~ Each of the couple has medical need of \$7 a month. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

	<u>Total Need</u>		<u>Income</u>	
Food		\$27.15	Net value of occupancy	None
Housing*			Contribution from son	\$10.00
Net value of occupancy**		None	$\frac{1}{2}$ Net from rental***	4.91
Taxes	\$ 4.50			<u>\$14.91</u>
Encumbrance	9.00		Total need	68.35
Upkeep	2.00		Total income	\$14.91
$\frac{1}{2}$ of	<u>\$15.50</u>	7.75	Budget deficiency	<u>\$46.44</u> (a)
Utilities			53.44	54.00
Electricity	5.30		Grant \$46.44 or \$47.00	53.44 (b)
Water ($\frac{3}{8}$ x \$4.00)	1.50			
$\frac{1}{2}$ of	<u>\$ 6.80</u>	3.40		
Household operations		3.95		
Clothing		6.10		
Incidentals and personal needs		10.00		
Transportation		3.00		
<u>Medical need</u>		<u>7.00</u>		
		<u>\$61.35</u>		
		68.35		

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on $\frac{3}{8}$ of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for $\frac{3}{8}$ of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of $\frac{3}{8}$ of the required encumbrance payment.

***From the \$40 rental deduct $\frac{5}{8}$ of the taxes, $\frac{5}{8}$ of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and $\frac{5}{8}$ of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

(a) Clarification

(b) Change in law.

Example F: A recipient in feeble physical condition pays ~~\$45~~ \$65 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21 per month from OASI benefits. (a)

<u>Total Need</u>		<u>Income</u>		
	65.00			
Board and room	\$45.00	OASI	\$21.00	
Clothing	6.10			
Incidentals	10.00	* * * *	81.10	
	\$61.10	Total Need	\$61.10	
	81.10	Total income	21.00	(a)
		Budget deficiency	\$40.10	
		60.10	61.00	\$60.10
		Grant \$40.10	or \$41.00	

(a) Change in law.

Since the law provides that the income of the recipient together with the amount of the grant shall equal at least ~~\$60~~ \$65, it is the presumption that ~~\$60~~ \$65 covers the basic continuing needs common to all recipients. (Should the recipient elect to have his need determined on the basis of his budget the presumption that ~~\$60~~ \$65 is adequate to meet his basic continuing needs may be refuted. See Sec. 155-25, Total Need - Determination by Budget.)

The basic continuing needs common to all recipients and which are presumed to be met on ~~\$60~~ \$65 a month, the minimum amount which the law guarantees to every eligible individual, are:

1. Food -- The normal amount and kind of food needed by the average aged adult to maintain health and vigor.
2. Housing -- Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
3. Utilities -- Lights, water, and fuel needed to maintain health and comfort.
4. Clothing -- Adequate, healthful clothing.
5. Household Replacements -- The occasional replacement of normal household equipment and/or supplies.
6. Transportation and Communication -- Carfare, gasoline for automobile, stamps, stationery, etc.
7. Incidentals -- The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc.

In addition to the basic continuing needs common to all, the individual may have additional requirements, i.e., special needs arising out of impaired health, a particular handicap, etc. (See Sec. 155-50, Definition and Determination of Special Needs in OAS.)

When a recipient has special needs in addition to basic continuing needs, the amount of total need may be established by adding the cost of special items of need to ~~\$60~~ \$65. (See Sec. 155-25, for another way of establishing the total need of one whose requirements are such that they cannot be met on ~~\$60~~ \$65 a month.) The amount of the grant is then determined by subtracting the income from that figure which represents the total need, except that in no event may the grant exceed ~~\$60~~ \$65. When this difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income of the individual shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar. (W&IC 2020, 2025, 2140)

Example A: Total need is determined to be \$68.98. The recipient has OASI income of \$14.61 per month. The difference is \$54.37. Aid is granted in this amount of \$55, the next highest whole dollar.

(a) Change in law.

It is the purpose of this report to present a summary of the work of the Bureau of Standards during the year 1916. The report is divided into two parts, the first of which contains a general statement of the work of the Bureau, and the second of which contains a detailed statement of the work of the various divisions of the Bureau.

The Bureau of Standards is an agency of the United States Department of Commerce, and its purpose is to maintain and disseminate knowledge of the units of measurement and of the standards of measurement.

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In addition to the work of the Bureau of Standards, the National Bureau of Standards is also engaged in the work of the National Bureau of Standards, and its purpose is to maintain and disseminate knowledge of the units of measurement and of the standards of measurement.

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EXAMPLES OF DETERMINATION OF TOTAL NEED:

Example B: A single recipient earns \$17 a month. He has no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months.

Need		Income	
Basic needs	\$60.00 <u>\$65.00</u>	Earnings	\$17.00
Dentures	15.00		
	\$75.00 <u>\$80.00</u>		

* * * * *

Total need	\$75.00 <u>\$80.00</u>
Total income	17.00
Grant	\$58.00 <u>\$63.00</u>

At the end of a four-month period the need for dentures no longer exists. If other conditions remain the same the income is then subtracted from ~~\$60~~ \$65, and the grant adjusted to ~~\$43~~ \$48.

Example C: A couple, both recipients, live in their own home, \$800 assessed value. The husband has regular part-time employment and earns \$22 each month. The wife's need for insulin has been established by her physician. It costs approximately \$7 a month and the need is expected to continue indefinitely. The house leaks and requires extensive roof repair. A plan has been agreed upon between the contractor and the recipients whereby the roof will be repaired for \$80 and the recipients will pay the contractor a total of \$8 a month for ten months. The grant for the husband is computed as follows:

Need		Income	
Basic continuing needs	\$60 <u>\$65</u>	Value of occupancy	\$ 4
Roof repair		$\frac{1}{2}$ of the earnings	11
($\frac{1}{2}$ of monthly payment)	4	Total income	<u>\$15</u>
Total need	\$64 <u>\$69</u>		

* * * * *

Total need	\$64.00 <u>\$69.00</u>
Total income	15.00
Grant	\$49.00 <u>\$54.00</u>

The grant for the wife is computed as follows:

Need		Income	
Basic needs	\$60 <u>\$65</u>	Value of occupancy	\$ 4
Insulin	7	$\frac{1}{2}$ of husband's earnings	11
Roof repair		Total income	<u>\$15</u>
($\frac{1}{2}$ of monthly payment)	4		
Total need	\$71 <u>\$76</u>		

(a) Change in law.

* * * * *

STATEMENT OF FINANCIAL POSITION

Example 1: A company's financial position at the end of the year is as follows. The company has assets of \$100,000 and liabilities of \$60,000. The company's equity is \$40,000.

Assets	Liabilities	Equity
Cash	Accounts Payable	Common Stock
Accounts Receivable	Notes Payable	Retained Earnings
Inventory		
Fixed Assets		

Assets	Liabilities	Equity
Cash	Accounts Payable	Common Stock
Accounts Receivable	Notes Payable	Retained Earnings
Inventory		
Fixed Assets		

At the end of a reporting period, the company's financial position is as follows. The company has assets of \$100,000 and liabilities of \$60,000. The company's equity is \$40,000.

Example 2: A company's financial position at the end of the year is as follows. The company has assets of \$100,000 and liabilities of \$60,000. The company's equity is \$40,000.

Assets	Liabilities	Equity
Cash	Accounts Payable	Common Stock
Accounts Receivable	Notes Payable	Retained Earnings
Inventory		
Fixed Assets		

Assets	Liabilities	Equity
Cash	Accounts Payable	Common Stock
Accounts Receivable	Notes Payable	Retained Earnings
Inventory		
Fixed Assets		

The company's financial position at the end of the year is as follows.

Assets	Liabilities	Equity
Cash	Accounts Payable	Common Stock
Accounts Receivable	Notes Payable	Retained Earnings
Inventory		
Fixed Assets		

Total need	\$71.00	<u>\$76.00</u>
Total income	<u>15.00</u>	
Grant	\$56.00	<u>\$61.00</u>

At the end of the ten-month period the need for roof repair will have been allowed in full. If the conditions remain the same the man's grant should be reduced to ~~\$45~~ \$50 (~~\$60~~ \$65 minus \$15) and the woman's grant shall be reduced to ~~\$52~~ \$57 (~~\$67~~ \$72 minus \$15). (See Sec. 155-60, Reporting Need in Excess of ~~\$60~~ \$65 to SDSW.)

(a) Change in law.

APPLICATIONS:

When the grant for an applicant is determined by subtracting the income from total need which is in excess of ~~\$60~~ \$65 a month, that fact shall be reported on the Certificate of Verification of Eligibility (Form Ag 201). See Sec. 237-10, Instructions for Certificate of Eligibility, Item 12, which specifies the information to be reported when total need has been established by the individual's budget (See Sec. 155-25, Total Need - Determination By Budget) and when total need has been determined by adding the cost of special needs to ~~\$60~~ \$65. (See Sec. 155-30, Total Need - Statutory Maximum (~~\$60~~ \$65) Plus Special Needs.)

CURRENT CASES AND RESTORATIONS:

When the grant is determined by the individual's budget (See Sec. 155-25, Total Need - Determination by Budget) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). (See Sec. 362-05, Instructions for Recording on Notice of Change, Section 1.) The amount of total need is entered in Column 6, and in Column 7 the notation "Form Ag 241 on file" is entered. (The verification of those items of need for which verification is required, and the verification of the income, shall be included in the case record, usually on Form Ag 241, Budget Work Sheet.)

When the grant is determined by subtracting the income from total need as established by adding the cost of special items of need to ~~\$60~~ \$65 (See Sec. 155-30, Total Need - Statutory Maximum (~~\$60~~ \$65) Plus Special Needs) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). The amount of total need is entered in Column 6, and in Column 7 a statement shall be made of the particular special needs, the cost of each, and how the need and the cost were verified. (See Sec. 362-05.)

See Sec. 362-25, Change in Need or Income - No Change in Grant, for reporting requirements as the need and/or income change, and the basis on which the grant is determined changes. (W&IC 2140)

(a) Change in law.

1. 1941-1942 (1941-1942)

1899 (1899)

1990

1. The first step is to identify the problem or question that needs to be answered.

1950

The law recognizes that the total need of the individual blind recipient may actually be in excess of the maximum statutory grant of ~~\$75~~ \$80 a month. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB.) When the circumstances of the individual are such that need in excess of ~~\$75~~ \$80 a month exists, the cost of such need shall be considered in addition to the cost of basic needs to determine the total need. (See Sec. 156-20, Definition of Basic Needs in ANB) The grant of aid in such a case shall be the difference between the actual need and the income of the recipient, if any, but in no case shall the grant of aid exceed ~~\$75~~ \$80 a month. Income and the value of the use of resources shall be taken into consideration as income except casual income and inconsequential resources. (See Secs. 150-40, Definition of Casual Income and Inconsequential Resources, 150-50, Types of Casual Income, and 151-00, Definition of Income; also other pertinent sections of Income Chapter.)

Example:

Total Need		Income	
Basic Continuing Need	\$75.00 \$80.00	OASI Benefits	\$40.00
Eye Glasses (Per Month)	5.00	ANB Grant	44.00 \$49.00
Special Diet prescribed by physician	4.00		\$81.00 \$89.00
Total Need	\$84.00 \$89.00		

The statutory maximum grant of ~~\$75~~ \$80 a month is considered to provide for the basic need of blind persons. Basic need includes food, housing, utilities, usual items of clothing, household replacements, transportation and communication, and incidentals of a minor nature. (See Sec. 156-20, Definition of Basic Needs in ANB, for a more Detailed Description of these basic needs.)

Other common needs of blind persons are considered as need in excess of basic need and these are determined with reference to the health, comfort, and well-being of the blind persons. Such needs usually fall within one of the following categories: medical care, sanatorium or rest home care, prescriptions, or other medication, special diets, repairs of homes, replacement of household equipment, supplies and clothing, housekeeping service, nursing service, excess heat, occasional unusual needs and special needs incident to blindness. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB for a more Detailed Description.) (W&IC 3075, 3084)

When the circumstances of the individual are such that there are no needs in excess of the basic needs, the grant of aid is computed by deducting income and the value of the use of resources (except casual income and inconsequential resources) from the maximum statutory grant of ~~\$75~~ \$80 a month. (See Sec. 151-20, Definition of Resource.) (W&IC 3075, 3084, 3084.1)

(a) Change in law.

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The basic needs expected to be covered by the statutory maximum grant of \$75 |
\$80 a month are:

1. Food — The normal amount and kind of food needed by the average person to maintain health and vigor.
2. Housing — Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
3. Utilities — Lights, water, and fuel needed to maintain health and comfort.
4. Clothing — Adequate, healthful clothing.
5. Household Replacements — The occasional replacements of normal household equipment and/or supplies.
6. Transportation and Communication — Carfare, gasoline for automobile, stamps, etc.
7. Incidentals — The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc. (W&IC 3075, 3084, 3084.1)

(a) Change in law.

The ANB law recognizes that the minimum need of an individual ANB recipient is ~~\$75~~ \$80 a month. (See Sec. 156-20, Definition of Basic Needs in ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of ~~\$75~~ \$80 a month to cover the basic continuing need of such recipient.

(a)

Portions of this section not relating to changes are omitted from the agenda.

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In every instance in which the cost of the actual need of a recipient exceeds the maximum statutory grant (~~\$75~~ \$80 a month) and income of the recipient (a) is applied toward the additional need, the Certificate of Verification of Eligibility (Form Bl 201) for new applications, or the Notice of Change (Form Bl 232) for current cases shall show:

1. The source and amount of each item of income.
2. The particular need or needs in excess of the statutory maximum and how the need was established.
3. A statement of the verification which established the cost of the excess need. (W&IC 3075)

It is recognized that there are advantages to making grants of aid in whole dollars whenever possible. While certain types of income must be deducted in their exact amount, other types may be adjusted to make possible the grant of aid in a whole dollar amount. For certain other types of income which may be disregarded, see Secs. 150-50, Types of Casual Income and 150-40, Definition of Casual Income and Inconsequential Resources.

A. INCOME WHICH MUST BE DEDUCTED IN ITS EXACT AMOUNT

Fixed income must be deducted in its exact amount.

Example A: A recipient is receiving OASI in the amount of \$21.19 each month. There is no other income and no established need in excess of ~~\$75~~ \$80 a month. Aid shall be granted in the exact amount of ~~\$53.81~~ \$58.81. (See Sec. 361-00, Increase in Amount of Aid.)

(a)

Portions of this section not relative to changes are omitted from the agenda.

3. Grants of aid may usually be kept in whole dollar amounts when a case involves both fixed and adjustable income.

Example D: An ANB recipient for whom there is no established need in excess of ~~\$75~~ \$80 is furnished free utilities by a daughter the value of which is estimated at approximately \$4.35 a month. In addition he receives OASI in the amount of \$21.85 each month. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26.00.

(a)

When reporting income on the Certificate of Verification of Eligibility (Form B1 201) and the Notice of Change (Form B1 232), the amount of income used in arriving at the amount of the grant should be reported. (W&IC 3075, 3084, 3084.1)

Payments of aid shall be made directly to the grantee or authorized payee, except under certain conditions following death when the provisions of Sec. 611-00, Payment When Grantee Dies, and 611-10, Payments When Child Dies, shall be followed.

In OAS, ANB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. (See Sec. 626-60, Identification on Aid Pay Rolls.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. If ANC is paid on behalf of children who are wards of the Juvenile Court, the payments may be made to the probation officer; if payments are made on behalf of parolees from the California Youth Authority for whom the parole officer signed the application the warrants shall be made payable to the boarding home and shall be mailed in care of the area office of the California Youth Authority. Payments in every case where circumstances permit should be made to a payee eligible under the Social Security Act. (See Sec. 628-00, Payees Eligible Under Social Security Act.) (W&IC 1556.5, 1557, 1560, 2140, 2183, 3075, 3460; FSSB) (a)

(a) To incorporate provisions regarding eligibility of parolees from the California Youth Authority.

In some instances, federal participation may be claimed for the cost of surveys made by private agencies. Such surveys will ordinarily consist of position classification surveys, although organization or procedure surveys may be included.

Counties contemplating such surveys shall forward two copies of the following information to the SDSW:

1. Name of the county agency or department initiating the survey.
2. Name of the private agency to be employed to conduct the survey.
3. Reasons necessitating the survey, and a description of its scope.
4. Reason for the employment of a private agency.
5. Extent to which the survey will cover other county agencies.
6. Period over which the survey is to be conducted.
7. Estimated cost, and the method of segregating those costs for which reimbursement will be claimed.
8. Other pertinent data.

Written approval of federal matching shall be obtained from the SDSW prior to initiation of the survey. All such requests are subject to federal review, and claim will be allowed only in unusual circumstances and after special justification. Claim may be made only upon receipt of written approval from the SDSW and after payment of the expense of the survey has been made by the county.

Federal matching of expenditures for repairs and alterations is based on the assumption that such expenditures are related to the maintenance of proper facilities for the administration of the public assistance programs. The approval of such expenditures is dependent upon whether or not these expenses are necessary for the administration of the assistance programs, are reasonable in cost and soundly planned. The approval or disapproval will in all cases be based on the circumstances of the individual situations.

Repairs and alterations may be defined as improvements or structural changes in a building which results in a better piece of property in the sense of greater durability or increased efficiency. The cost and the anticipated life of the improvement or change will often determine whether it is to be considered as a repair or alteration or merely a current maintenance repair. For example, the patching of a roof would be a maintenance repair, as defined in Sec. 645-39, Expenditures for Rent of County Offices, whereas replacement of a whole roof for a life expectancy of several years would be considered a repair or alteration within the meaning of this section.

(a)

Before incurring expenditures for repairs and alterations for which reimbursement will be claimed, the following requirements shall be considered:

1. The expenditures must comply with the requirements of state law and federal regulations.
2. Form DFA-117 (Request for Approval of Expenditures for Repairs and Alterations) shall be completed in detail and four copies submitted to SDSW for approval.
3. Claims for reimbursement are not to be filed for expenditures for repairs and alterations until the county has been notified of approval and of the amount to be claimed.
4. Additional expenditures for further improvements may be required later and these costs, after they have been submitted and approved, may be added to the claim. (W&IC 1560, 2140, 3075, FSSB)

Costs of Repairs and Alterations to Publicly or Privately Owned Buildings

Federal funds may match the expenditures of local government for alteration and repair of space occupied by public assistance agencies in either private or public buildings if not previously claimed as a part of rent. Matching may be claimed in full at the time the expenditure is incurred, subject to the above provisions. The following principles will govern the matching of expenditures:

1. The benefit of the repairs and alterations must be realized by the public assistance agency within the period of occupancy of the building, commensurate with the extent of cost involved. In the event such benefit is not realized, financial adjustment must be made.

(a) Clarification.

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1. The following information was obtained from the files of the Federal Bureau of Investigation (FBI) and the Central Intelligence Agency (CIA) regarding the activities of the [redacted] and [redacted] in the [redacted] area.

... ..

1. The first of these is the fact that the majority of the population of the United States is now living in urban areas. This is a result of the process of urbanization, which has been going on since the beginning of the 20th century. The process of urbanization is the movement of people from rural areas to urban areas. This is done for a variety of reasons, including the search for better living conditions, the desire for education, and the need for employment. The process of urbanization has led to the growth of large cities and the decline of small towns. This has had a significant impact on the way we live and work. For example, it has led to the development of new technologies and industries, and it has changed the way we think about the world. The process of urbanization is still going on, and it is likely to continue for many years to come. This is because there are still many people who are looking for better living conditions, and there are still many people who are looking for education and employment. The process of urbanization is a complex one, and it is one that has shaped the world in many ways. It is a process that we cannot ignore, and it is one that we must understand if we are to understand the world in which we live.

Painted by the artist in 1885. The painting is an oil on canvas.

...the following ...

1. The purpose of the study is to determine the effect of the public health service on the health of the community. The study will be conducted in the following manner: a survey of the community will be conducted to determine the current health status of the community. This will be followed by a series of public health service activities designed to improve the health of the community. The results of the study will be reported to the community and the public health service.

2. The economy of the expenditures must be established by comparison with the amount of rent that would be required for other suitable space of comparable location, construction, facilities, and condition, with particular concern to the adaptability of the space repaired for the use of the public assistance agency.
3. Where space is also occupied by other agencies than the public assistance agency, the cost of the repairs and alterations will need to be allocated on the basis of a reasonable pro rata share, charged to each of the agencies sharing the space. The amount chargeable to the welfare department will be allocated to Overall in the same manner as other costs. (W&IC 1560, 2140, 3075, FSS-Admin.)

Costs approved by the SDSW shall be reported currently and shall be identified as expenditures for repairs and alterations when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-Admin.)

(a)

(a) Clarification.

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Expenditures incurred by a county government in providing adequate office space for local public assistance operations will generally be expenses for which federal matching may be claimed. Maintenance repair is defined as an expenditure which neither materially adds to the value of the property nor appreciably prolongs its life, but merely keeps it in an ordinary efficient operating condition. (a)

Rent in Privately Owned Buildings

Payments of rent, and of service and maintenance costs as defined above, in privately owned buildings will be subject to federal participation provided:

1. Benefit of the expenditure was received by the state or local public assistance agency; and
2. Payments are in accordance with the cost of comparable space and facilities in the community.

Service and Maintenance Costs in Lieu of Rent in Public Buildings

Federal participation is available to meet costs incurred by local governments in lieu of rent for quarters occupied provided certain conditions are met.

In each instance in which federal matching is claimed for service and maintenance costs in lieu of rent in public buildings it is required that the county submit with its initial claim full information regarding the expenditures. The allowance of federal funds under this classification is dependent upon the information received from the counties.

Information in detail required from the county with its initial claim is:

1. Location of building. If the building is also occupied by another agency, indicate this fact.
2. The number of square feet of space in the building and the number occupied by the public assistance agency.
3. The elements of cost to be included (i.e. maintenance, light, heat, janitor services, etc.) . If depreciation is included, describe basis on which the charge is made.
4. The monthly amount to be charged for the space occupied and the basis for arriving at the charge. If the building is occupied by agencies other than the public assistance agency, indicate average monthly total cost for the building and the basis for prorating costs to the public assistance agency.
5. The prevailing rental per square foot for similar suitable commercial space with comparable service and facilities.

Such service and maintenance expense may include costs of heat, light, power, insurance, elevator service, janitor service, cleaning, painting, decorating, and maintenance repairs. These expenses may be charged on the basis of a uniform monthly per square foot charge, provided the unit cost is a reasonable approximation of such expenses over a long-run period, and in no instance would exceed the cost of rent for such space. (FSS-Admin.)

Such costs shall be reported currently and shall be identified as expenditures for rent or for service and maintenance costs in lieu of rent when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-Admin.) (a)

~~Reporting of administrative expenditures should be effected by the cash flow method; that is, upon the basis of bills paid during the month irrespective of the month to which the particular expense is applicable. Reporting of expenditures based upon budget encumbrance or obligations incurred is not preferred for the purpose of claiming reimbursement in the public assistance programs inasmuch as these systems do not show actual expenditures.~~

~~When a county makes a change from one basis to another in the reporting of its expenditures, there shall be no duplication in the claims for matching any item of expense. (FSS-Admin.)~~

(a)

Reporting of public assistance administrative expenditures shall be effected by the cash flow method; that is, upon the basis of bills paid during the month irrespective of the month to which the particular expenditure is applicable. Reporting of expenditures based upon budget encumbrance or obligations incurred does not comply with the requirements in claiming reimbursement in the public assistance programs, inasmuch as these systems do not show actual expenditures.

Items of administrative expense shall be reported on the claim for the period in which disbursement is made. Beginning with expenditures incurred after June 30, 1948, claims for items erroneously omitted from any monthly claim shall not be allowed unless claimed within twelve months from the date of disbursement. Items erroneously omitted from claims for months prior to July 1, 1948, will be allowed only if included in claims to the SDSW no later than the claim for the month of June 1949. Allowance of such retroactive claims shall be made by the SDSW subject to federal review.

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A review is made of the claims for the last quarter available to determine the average monthly grant for the eligible individuals and the average monthly grant for the ineligible individuals. The last digit of the average payment should be a whole number. Consideration is then made of the law in effect during the period covered by the claims and the law in effect for the period covered by the current estimate. For example, when the estimates for the quarter ending December 31, ~~1947~~, 1948, were prepared, the comparison would have been made with the claims for the quarter ending June 30, ~~1947~~, 1948.

Example:

OAS

Last Monthly Claim Filed	Number Eligible Persons	Number Ineligible Persons	Amount Paid To Eligible Persons	Amount Paid To Ineligible Persons
April	4133	3	\$220,594.10 \$241,160.55	\$185.00 \$180.00
May	4188	1	223,175.69 244,369.80	55.00 60.00
June	4191	3	223,748.10 244,544.85	165.00 180.00
Total	<u>12512</u>	<u>7</u>	\$667,517.89 \$730,075.20	\$385.00 \$420.00

Average Payment for Eligible Persons	\$53.35 58.35	(a)
Average Payment for Ineligible Persons	55.00 60.00	

Since the maximum grant for OAS increased from ~~\$55.00~~ 60.00 to ~~\$60.00~~ 65.00 effective ~~August 1, 1947~~, October 1, 1948, the average payment would be increased \$5.00 on the estimate for the quarter ending December 31, ~~1947~~, 1948, making the average eligible payment ~~\$58.35~~ 63.35 and the average ineligible payment ~~\$60.00~~ 65.00.

The average payment must not exceed the State Basis for Participation.

	Maximum State Basis	
OAS	\$60.00	65.00
ANB and-APSB	75.00	80.00
APSB		75.00
ANC-Eligible First Child	85.50	88.50
" Eligible Additional Children	45.00	48.00
ANC-Ineligible* First Child	72.00	
" Ineligible* Additional Children	36.00	
*Ineligible to <u>for</u> federal participation		

(W&IC 1560, 2140, 3075, 3460)

(a) Change in law.

601-43 COLUMN 3, TOTAL ESTIMATED ASSISTANCE
(Rev.) OAS, ANB, APSB, ANC

601-43

The total estimated assistance should be the Estimated Number of Persons (Column 1) times Estimated Average Payment (Column 2).

	Estimated Number of Persons (Col. 1)	Estimated Average Payment (Col. 2)	Total Assistance (Col. 3)
<u>OAS</u>			
a. Eligible	9 18	\$43.13 59.41	\$388.17 1,069.38
b. Ineligible	<u>3</u> <u>2</u>	<u>46.00</u> <u>65.00</u>	<u>138.00</u> <u>130.00</u>
c. Total	12 20		\$526.17 1,199.38
<u>ANB, APSB</u>			
a. Eligible	8 7	\$54.92 72.60	\$439.36 508.20
b. Ineligible	<u>5</u> <u>6</u>	<u>53.00</u> <u>71.25</u>	<u>265.00</u> <u>427.50</u>
c. Total	13		\$704.36 935.70
<u>ANC</u>			
a. Eligible	41	\$34.05 37.34	\$1,396.05 1,530.94
b. Ineligible	<u>10</u>	<u>28.42</u> <u>29.02</u>	<u>284.20</u> <u>290.20</u>
c. Total	51		\$1,680.25 1,821.14

(W&IC 1560, 2140, 3075, 3460)

(a) Change in law.

601-44 COLUMN 4, ASSISTANCE IN EXCESS OF FEDERAL MAXIMUM ON ELIGIBLE CASES 601-44
(Rev.) OAS, ANB, ANC

The maximum basis for federal participation is ~~\$45~~ \$50 for each OAS and ANB eligible case and ~~\$24~~ \$27 for one and ~~\$15~~ \$18 for each additional eligible child in the family for ANC. The amount of assistance granted which is more than the federal maximum is considered as "Excess." (See Sec. 601-99, Estimate Forms)

Example:

	Amount of Excess	
OAS	\$ 42.00 184.00	(Col. 4, Form A <u>AB</u> 801)
ANB	103.33 159.17	(Col. 4, Form B <u>AB</u> 801)
ANC	1,396.06 1,531.07	Basis for state participation (Eligible, <u>Total</u> Col. 5a, Form CA 801)
Less	706.39 805.40	Basis for Federal Participation (<u>Total</u> Col. 6, Form CA 801)
	\$ 689.67 725.67	Excess

For estimate purposes, show excess in whole dollars.

A percentage may be taken from your claims for the last quarter to determine what percentage of the total aid paid is in excess of the federal basis.

Example:

OAS	Total Aid Paid	Amount of Excess
July	\$ 498.50	\$ 34.00
August	502.75	37.50
September	<u>526.17</u>	<u>42.00</u>
Total	\$ 1,527.42	divided into \$ 113.50 equals 7.43%

If the estimated total expenditures for aid for the first month is \$560.00, the Estimated Amount of Excess would be 7.43% of \$560.00 = \$41.60 or \$42.00. (W&IC 1560, 2140, 3075, 3460)

OAS, ANB

The maximum amount the Federal Government participates in payments made to OAS and ANB recipients is ~~\$45.00~~ \$50.00. The amount of aid granted over ~~\$45.00~~ \$50.00 is considered excess. To arrive at the "Basis for Federal Participation," the amount of assistance granted in excess of ~~\$45.00~~ \$50.00 reported for Eligible Cases (Col. 4) is deducted from the Total Assistance for Eligible Persons (Col. 3a). (a)

Example:	OAS	ANB
Total Assistance-Eligible (Col. 3a)	\$388.17 \$1,069.38	\$439.36 \$508.20
Excess (Col. 4)	42.00 184.00	104.00 159.00
Basis for Federal Participation (Col. 5)	\$346.17 \$ 885.38*	\$335.36 \$349.20*

*Basis for federal participation for OAS and ANB cannot exceed the number of eligible persons (Col. 1a) times ~~\$45.00~~ \$50.00. (a)

ANC

The maximum amount the Federal Government participates in payments made for ANC is ~~\$24.00~~ \$27.00 for one child and ~~\$15~~ \$18 for each additional eligible child in the family budget unit. To arrive at the "Basis for Federal Participation," the amount of assistance granted in excess of ~~\$24.00~~ \$27.00 for one child and ~~\$15.00~~ \$18.00 for each additional child (Col. 4) is deducted from the amount of Total Assistance for Eligible Children (Col. 3a). (a)

Example:

Total Assistance Eligible (Col. 3a)	\$1,396.05 \$1,530.94
Less: Excess (Col. 4)	690.00 726.00
Basis for Federal Participation (Col. 5)	\$--706.05 \$ 804.94* (a)

*Basis for federal participation for ANC cannot exceed the number of eligible first children times ~~\$24.00~~ \$27.00 plus the number of eligible additional children times ~~\$15.00~~ \$18.00.

(W&IC 1560, 2140, 3075, 3460)

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CONSTRUCTION OF THE NEW BRIDGE OVER THE RIVER AT THE CITY OF BOSTON, MASS. THE BRIDGE IS TO BE A CANTILEVER TRUSS BRIDGE WITH A MAIN SPAN OF 1,000 FEET AND TWO SIDE SPANS OF 400 FEET EACH. THE BRIDGE IS TO BE BUILT OF STEEL AND CONCRETE.

ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)
ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)
ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)

NOTE:

THE BRIDGE IS TO BE BUILT OF STEEL AND CONCRETE. THE BRIDGE IS TO BE A CANTILEVER TRUSS BRIDGE WITH A MAIN SPAN OF 1,000 FEET AND TWO SIDE SPANS OF 400 FEET EACH. THE BRIDGE IS TO BE BUILT OF STEEL AND CONCRETE.

ESTIMATE FOR MATERIALS AND LABOR (1917-18)

ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)
ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)
ESTIMATE FOR MATERIALS AND LABOR (1917-18)	ESTIMATE FOR MATERIALS AND LABOR (1917-18)

NOTE:

THE BRIDGE IS TO BE BUILT OF STEEL AND CONCRETE. THE BRIDGE IS TO BE A CANTILEVER TRUSS BRIDGE WITH A MAIN SPAN OF 1,000 FEET AND TWO SIDE SPANS OF 400 FEET EACH. THE BRIDGE IS TO BE BUILT OF STEEL AND CONCRETE.

ESTIMATE FOR MATERIALS AND LABOR (1917-18)

OAS, ANB

Column 9, Federal Share of Assistance

In OAS and ANB, the maximum Federal Share of Assistance is \$25.00

Example:

There is no federal participation in the APSB program.

Method of arriving at maximum federal share.

2/3 of \$15 = \$10.00

Plus 1/2 of (\$15 less \$15) \$30 = 15.00

Maximum federal basis \$45

Maximum federal share = \$25.00

The short formula is used in computing the estimated federal share, that is,

1/2 of \$45 (federal basis for participation) = \$22.50

plus 2.50 (For each eligible person)

Maximum federal share = \$25.00

The short formula is to be used when computing the estimated federal share of assistance.

OAS

(a)

Total Eligible Persons (Col. 1a) 9 times \$2.50 = \$22.50

Plus 1/2 of Basis for Federal Participation (Col. 5) \$346.17 = 173.08

Total Federal Share of Assistance (Col. 9) \$195.58

ANB

Total Eligible Persons (Col. 1a) 8 times \$2.50 = \$20.00

Plus 1/2 of Basis for Federal Participation (Col. 5) \$335.36 = 167.68

Total Federal Share of Assistance (Col. 9) \$187.68

ANC

In ANC the maximum Federal Share of Assistance is \$13.50 for one child and \$9.00 for each additional eligible child in the family budget unit.

Method of arriving at maximum federal share

One Eligible Child

Additional Eligible Children

2/3 of \$9.00 = \$6.00 2/3 of \$9.00 = \$6.00

Plus 1/2 of (\$24 less \$9) \$15 = 7.50 Plus 1/2 of (\$15 less \$9) \$6 = 3.00

Maximum federal basis \$24 Maximum federal basis \$15

Maximum federal share \$13.50 Maximum federal share \$9.00

The short formula is used in computing the estimated federal share, that is, 1/2 of \$39.00 (\$24 plus \$15 = \$39) Federal Basis for Participation = \$19.50

Plus 2 (Number of Eligible Children) times \$1.50 = 3.00

Federal Share \$22.50

(a) Clarification

10/ 11/1940

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The short formula is to be used when computing the estimated Federal Share of Assistance.

Total Eligible Children (Col. 1a) 41 times \$1.50 = \$61.50
 Plus 1/2 of Basis for Federal Participation (Col. 5) \$706.05 = 353.03
 Total Federal Share of Assistance (Col. 9) \$414.53

Col. 9, Federal Share of Assistance

In OAS and ANB the maximum basis for federal participation is \$50. (There is no federal participation in the APSB program.) The maximum federal share is \$30 which is 3/4 of \$20, plus 1/2 the difference between \$50 and \$20.

$$\begin{aligned} \frac{3}{4} \times \$20 &= \$15.00 \\ \frac{1}{2} \times (\$50 - \$20) &= \$15.00 \\ \$15 + \$15 &= \$30.00 \end{aligned}$$

The short formula for computing the maximum federal share is: $\frac{1}{2}$ the basis for federal participation plus \$5 for each eligible person. For one eligible person this formula is: $(\frac{1}{2} \times \$50) + \$5 = \$30.00$.

On Form Ag 809 this formula becomes:

$$\begin{aligned} \frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$885.38 = \$442.69 \\ \text{Col. 1a} - \$5 &= \$18 \times \$5 = \$90.00 \\ \text{Col. 9} &= \$442.69 + \$90.00 = \$532.69 \end{aligned}$$

On Form Bl 809 this formula becomes:

$$\begin{aligned} \frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$349.20 = \$174.60 \\ \text{Col. 1a} \times \$5 &= \$7 \times \$5 = \$35.00 \\ \text{Col. 9} &= \$174.60 + \$35.00 = \$209.60 \end{aligned}$$

(a)

In ANC the maximum basis for federal participation is \$27 for one eligible child and \$18 for each additional child in the family budget unit. The maximum federal share is \$16.50 for one child and \$12 for each additional child in the family budget unit.

The method of arriving at the maximum federal share is as follows:

<u>One eligible child</u>	<u>Additional eligible children</u>
$\frac{3}{4} \times \$12 = \9.00	$\frac{3}{4} \times \$12 = \9.00
$\frac{1}{2} \times (\$27 - \$12) = \$7.50$	$\frac{1}{2} \times (\$18 - \$12) = \$3.00$
$\$9 + \$7.50 = \$16.50$	$\$22.50 + \$3 = \$12.00$

The short formula for computing the maximum federal share for two children is:

$$\begin{aligned} \frac{1}{2} \times (\$27 + \$18) &= \frac{1}{2} \times \$45 = \$22.50 \\ 2 \times \$3 &= \$6.00 \\ \$22.50 + \$6 &= \$28.50 \end{aligned}$$

On Form CA 809 this formula becomes:

$$\begin{aligned} \frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$804.94 = \$402.47 \\ \text{Col. 1a} \times \$3 &= 41 \times \$3 = \$123.00 \\ \text{Col. 9} &= \$402.47 + \$123.00 = \$525.47 \end{aligned}$$

(a) Clarification

ON LINE OF THE FIRST EQUATION

$$100 \times 100 = 10000$$

$$100 \times 100 = 10000$$

$$100 \times (100 + 100) = 10000 + 10000 = 20000$$

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THE ABOVE EQUATION IS THE SAME AS THE ABOVE EQUATION

$$\begin{aligned} 100 + 100 &= 200 \\ 100 \times 100 &= 10000 \\ 100 \times 100 &= 10000 \end{aligned}$$

$$\begin{aligned} 100 \times 100 &= 10000 \\ 100 \times (100 + 100) &= 10000 + 10000 = 20000 \\ 100 \times 100 &= 10000 \end{aligned}$$

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Column 10, Federal Share of Administrative Expense
OAS, ANB, ANC

The Federal Government shares one-half (1/2) of the estimated eligible administrative expense.

Enter in Col. 10, "Federal Share of Administrative Expense" one-half (1/2) of the amount reported in Col. 6, "Administrative Expense Eligible to Federal."

Column 11, Total Federal Share
OAS, ANB, ANC

The Total Federal Share is Total Federal Share of Assistance, Column 9, plus the Total Federal Share of Administrative Expense, Col. 10. (W&IC 1560, 2140, 3075, 3460)

Column 10, Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

The Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

Column 10, Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

Column 10, Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

Column 10, Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

Column 10, Federal Bureau of Investigation, Bureau of Investigation, Department of Justice, Washington, D.C.

OAS

Method of arriving at State Share for OAS:

Total Estimated Assistance (Col. 3c)	\$526.17	\$1,199.38	
Less: Federal Share of Assistance (Col. 9)	<u>195.58</u>	<u>532.69</u>	
6/7 of balance	330.59	666.69	
is State Share	\$283.36	\$ 571.45	(Show in Col. 12)

ANB, APSB

Method of arriving at State Share for ANB and APSB:

Total Estimated Eligible Assistance (Col. 3a)	\$429.36	\$508.20	
Less: Federal Share of Assistance (Col. 9)	<u>187.68</u>	<u>209.60</u>	
3/4 of this balance	251.68	\$298.60	
is State Share of ANB cases		\$188.76	\$223.95
Plus 5/6 of APSB cases (Col. 3b)	\$265.00	\$427.50	220.83 356.25
Total State Share		\$409.59	\$580.20
			(Show in Col. 12)

ANC

Method of arriving at State Share for ANC:

Total Estimated Assistance (Col. 3c)	\$1,680.25	\$1,821.14	
Less: Federal Share of Assistance (Col. 9)	<u>414.53</u>	<u>525.47</u>	
2/3 of this balance	\$1,265.72	\$1,295.67	
is State Share	843.81	863.78	(Show in Col. 12)

In order that the total amount claimed for the quarter is mathematically correct, adjustments of one cent should be made, if necessary, on the monthly federal and state shares. (See Form Ag 809 in Sec. 601-99, Estimate Forms)

Example:

		Total		Federal	State	County
1st Month	a.	\$---388.17	\$1,069.38			
	b.	<u>138.00</u>	<u>130.00</u>	\$ 532.69	\$ 571.45	\$ 95.24
	c.	\$---526.17	\$1,199.38	\$-195.58	\$-283.36	\$-47.23
2nd Month	a.	\$---388.17	\$1,069.38			
	b.	<u>138.00</u>	<u>130.00</u>	532.69	571.45	95.24
	c.	\$---526.17	1,199.38	195.59	283.36	47.22
3rd Month	a.	\$---388.17	\$1,069.38			
	b.	<u>138.00</u>	<u>130.00</u>	532.69	571.44	95.25
	c.	\$---526.17	\$1,199.38	195.59	283.35	47.23
Total	a.	\$-1,164.51	\$3,208.14			
	b.	<u>414.00</u>	<u>390.00</u>			
	c.	\$-1,587.51	\$3,598.14	\$586.76	\$850.07	\$141.68
				\$1,598.07	\$1,714.34	\$285.73

(a) Change in law.

Even though the monthly totals were the same, the ~~Federal~~-and state shares were changed so that the quarterly totals would be in agreement.

Total Eligible Cases 27 54 x \$2.50 \$5.00 =	\$-67.50	\$ 270.00
Plus 1/2 of (Total Federal Basis for Participation) \$1,038.51-\$2,656.14 =	519.26	<u>1,328.07</u>
Total Federal Share	586.76	<u>1,598.07</u>

Total Assistance	\$1,578.51	\$3,598.14
Less: Total Federal	586.76	<u>1,598.07</u>
	<u>\$ 991.75</u>	<u>2,000.07</u>

6/7 of \$991.75 \$2,000.07 or ~~\$850.07~~ \$1,714.35 is the state share
 1/7 of \$991.75 \$2,000.07 or ~~\$141.68~~ \$285.73 is the county share

(W&IC 1560, 2140, 3075, 3460)

(a)

The Federal Government requires that the county auditor certify that the county share of assistance and administrative expense has been appropriated or made available from county funds.

A. County Share of Assistance

	OAS	ANB, APSB	ANC
Total Assistance (Total Col. 3c)	\$3,598.14 \$1,578.51	\$2,807.10 \$2,113.08	\$5,463.42 \$5,040.75
Less: Federal Share (Total Col. 9)	1,598.07 586.76	628.80 563.04	1,576.41 1,243.58
State Share (Total Col. 12)	1,714.34 850.07	1,740.60 1,228.78	2,591.34 2,531.45
County Share	\$ 285.73 141.68	\$ 437.70 321.26	\$1,295.67 1,265.72

B. County Share of Administration

	OAS		ANB, APSB		ANC
Total Administration (Total Col. 8)	\$75.00	\$135.00	\$90.00	\$105.00	\$450.00
Less Federal Share (Total Col. 10)	30.00	60.00	33.75	37.50	187.50
County Share	\$45.00	\$ 75.00	\$56.25	\$67.50	\$262.50

(W&IC 1560, 2140, 3075, 3460)

Since there is but a limited time for the state to audit the county Claim for Estimated Quarterly Expenditures, it is imperative that the estimate claims be complete and accurate.

If the signature of the chairman of the board of supervisors cannot be obtained in time for your estimates (Form Ag, Bl, CA 809) to reach the SDSW by the due date, the duplicate copy of each estimate shall be submitted immediately without the chairman's signature and as soon as the signature is obtained, the original copy shall be submitted to SDSW. Every effort shall be made to obtain all signatures immediately, as the request for federal funds to Washington cannot be submitted by the SDSW until all county reports are complete. A rubber-stamped signature is not acceptable.

~~If the signature of the chairman of the board of supervisors cannot be obtained in time for your estimates (Form Ag, Bl, CA 809) to reach the SDSW by the due date, the duplicate copy of each estimate shall be submitted immediately without the chairman's signature and as soon as the signature is obtained, the original copy shall be submitted to SDSW. Every effort shall be made to obtain all signatures immediately, as the request for federal funds to Washington cannot be submitted by the SDSW until all county reports are complete. A rubber-stamped signature is not acceptable.~~ (a)

Since the signature of the director or official in charge is signed under oath, a proxy signature is not acceptable. (W&IC 1560, 2140, 3075, 3460)

Portions of this section not relative to changes are omitted from the agenda.

A separate supplemental pay roll (Forms Ag, Bl, AB 801, CA 801, and CA 801-BHI) shall be prepared each month in which retroactive payments are made. (a)
It shall cover all of the retroactive payments made during that month for prior (b)
months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

~~A separate Recapitulation Sheet (Forms Ag, Bl, CA 802, revised October 1, 1946) shall be submitted covering the supplemental claim for prior months after October 1, 1946, and shall be marked "Supplement for prior months." The totals shall be carried forward to the column for prior months on the Aid Affidavit (Forms Ag, Bl, CA 800 and CA 800-BHI).~~

~~Example:-- In January, aid is approved to begin on November 1, and in January warrants are issued for November, December, and January. The January warrant is reported on the regular current pay roll but a separate supplemental January pay roll is prepared covering the aid paid for both November and December and is marked "Supplement for Prior Months." All other warrants issued in January for prior months are also included on the same supplemental January pay roll. The amount paid for each month for each case is clearly reported. The regular pay roll and recapitulation sheet covering payments made for the month of January and the January supplemental pay roll and recapitulation sheet for prior months are submitted as the January supplemental pay roll and recapitulation sheet for prior months are submitted as one claim. (Exception:-- There is no recapitulation sheet for BHI claims.) The totals for each pay roll are carried forward to their respective columns for current and prior months on the January Aid Affidavit (Forms Ag, Bl, CA 800 and CA 800-BHI).~~ (b)

~~Due to the change in federal participation effective October 1, 1946, when retroactive aid is claimed for months prior to October 1, 1946, another separate recapitulation sheet (Forms Ag, Bl, CA 802 effective January 1, 1944) shall be filed covering all months up to that date. The totals on the recapitulation sheet for months before October 1, 1946, and the totals on the recapitulation sheet for months after October 1, 1946, shall be combined in the column for prior periods on the Aid affidavit. (Forms Ag, Bl, CA 800.)~~

~~Example:-- Retroactive aid is granted by the SSWB from April 1, 1946, through December 31, 1946, and is paid by the county in January 1947. Two recapitulation sheets are prepared, one covering the months of April through September, and one covering the months of October through December. The pay roll for prior months and both recapitulation sheets are attached to the regular January claim. The totals shown on both recapitulation sheets are combined and carried forward to the column for prior periods on the January Aid Affidavit (Form Ag, Bl, CA 800).~~

(a) Forms combined
(b) Change in federal matching

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A separate Recapitulation Sheet (Forms Ag, Bl, CA 802) shall be submitted covering the supplemental claim for prior months and shall be marked "Supplement for Prior Months". Due to the numerous changes in federal and state participation it may be necessary to submit more than one recapitulation sheet covering retroactive aid claims. Federal and state participation in retroactive payments is determined by the rules and regulations existing during the period covered by the retroactive payments. Consequently, if the retroactive payments cover a period during which two or more different statutes were in effect, it will be necessary to submit two or more recapitulation sheets. (a)

Example: Retroactive OAS is granted by the SSWB from July 1, 1947, through October 31, 1948, and is paid by the county in November 1948. Three recapitulation sheets are prepared, one covering the period of July 1947, one covering the period of August 1947 through September 1948, and one covering the period of October 1948. (In each of these periods the method of computing the federal, state, and county participation was different.) The pay roll for prior months and all three recapitulation sheets are attached to the regular November 1948 claim. The totals shown on the three recapitulation sheets are combined and carried forward to the column for prior periods on the November Aid Affidavit.

See Sec. 627-30, Federal Participation, for the method of computing the federal share on supplemental payments.

~~Due to the change in the ratio of state participation effective August 1, 1947, in OAS, and October 1, 1947, in ANB and APSB, separate recapitulation sheets (Form Ag, Bl-802 effective October 1, 1947) shall be filed covering supplemental aid for months subsequent to these dates.~~

~~Example: Retroactive OAS is granted by the SSWB from June 1, 1947, through October 31, 1947, and is paid by the county in November 1947. Two recapitulation sheets are prepared, one covering the months of June and July and one covering the months of August through October. The totals shown on the two recapitulation sheets are combined and carried forward to the column for prior period on the November aid affidavit.~~ (a)

The following information shall be included on each aid pay roll (Forms ~~Ag, Bl, AB~~ 801, CA 801, CA 801-BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); state case numbers; and apportionment of grants. (See Sec. 627-20, Apportionment of Grants.) (a)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his application (Forms Ag, Bl 200) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient ~~are~~ shall be shown on the aid pay roll (Forms Ag, Bl 801). (b)

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible ~~to~~ for federal participation are shall also be shown on the aid pay roll (Form CA 801). (See Sec. 610-40, Identification on Warrants, Sec. 202-20, The Application Form and Sec. 629-99, County Aid Claim Forms.) (W&IC 1556, 1556.5, 2140, 2189, 3087.3, 3482) (b)

(a) Forms combined
(b) Clarification

CATEGORY OF AID	TYPES OF PARTICIPATION	MAXIMUM MONTHLY GRANT	RATIO OF PARTICIPATION		
			FEDERAL SHARE	STATE SHARE	COUNTY SHARE
OAS	REGULAR.....	\$60 \$65	1/2 the grant (not counting excess over \$45 \$50) plus \$2.50 \$5.00	Six-sevenths of balance after deducting federal share.	One-seventh of balance after deducting federal share.
	NON-COUNTY...	60 65	1/2 the grant (not counting excess over \$45 \$50) plus \$2.50 \$5.00	Entire balance after deducting federal share.	None.....
	NON-FEDERAL..	60 65	None.....	Six-sevenths...	One-seventh...
	NON-COUNTY- NON-FEDERAL..	60 65	None.....	Entire grant...	None.....
	COUNTY INSTI- TUTIONAL SUB- VENTION	None.....	State's share of OAS person was receiving at time of entrance to county institution.	None.....
ANB	REGULAR.....	75 80	1/2 the grant (not counting excess over \$45 \$50) plus \$2.50 \$5.00	Three-fourths of balance after deducting federal share.	One-fourth of balance after deducting federal share.
	NON-COUNTY...	75 80	1/2 the grant (not counting excess over \$45 \$50) plus \$2.50 \$5.00	Entire balance after deducting federal share.	None.....
	NON-FEDERAL..	75 80	None.....	Three-fourths...	One-fourth....
	NON-COUNTY- NON-FEDERAL..	75 80	None.....	Entire grant....	None.....
	COUNTY INSTI- TUTIONAL SUB- VENTION	None.....	State's share of ANB person was receiving at time of entrance to county institution.	None.....
APSB	NON-FEDERAL..	75	None.....	Five-sixths.....	One-sixth.....
	NON-COUNTY- NON-FEDERAL	75	None.....	Entire grant.....	None.....
ANC	REGULAR OR REGULAR-ELI- GIBLE	(A) \$85.50 \$88.50 for one child eligible to federal (B) \$45 \$48 for each additional child in same family budget unit eligible to federal.	1/2 the grant (not counting excess over \$24 \$27 for one child and \$15 \$18 for each additional eligible child in same family budget unit) plus \$1.50 \$3 per child.	Two-thirds of balance after deducting federal share	One-third of balance after deducting federal share.
	NON-COUNTY OR	(A) \$85.50 \$88.50 for one child eligible to federal (B) \$45 \$48 for each additional child in same family budget unit eligible to federal.	1/2 the grant (not counting excess over \$24 \$27 for one child and \$15 \$18 for each additional eligible child in same family budget unit) plus \$1.50 \$3 per child.	Entire balance after deducting federal share.	None.....
	NON-FEDERAL OR REGULAR-INELI- GIBLE	(A) \$72 for one child. (B) \$36 for each additional child in home.	None.....	Two-thirds.....	One-third.....
	NON-COUNTY- NON-FEDERAL OR NON-COUNTY INELIGIBLE	(A) \$72 for one child. (B) \$36 for each additional child in home.	None.....	Entire grant....	None.....

(a)

*The actual federal maximum share in OAS and ANB is \$25 \$30 and in ANC \$13.50 \$16.50 for one child and \$9 \$12 for each additional child in the same family budget unit. (See Sec. 627-30, Federal Participation.)
(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2160.7, 2186, 2187, 3025, 3042, 3044.1, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSS-Act)

(a) Change in maximum grant due to increased federal participation.

The federal and state shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used in Aid Claims.) In county institutional and BHI claims, the Aid Affidavits (Forms AB 800-H and CA 800-BHI) also serve as the recapitulation sheets. (W&IC 1560, 2140, 3075, 3460)

OAS, ANB, APSB

VOUCHER AID PAY ROLLS (Forms ~~Ag, Bl~~ AB 801) are composed of:

(a)

1. Regular cases for which no designation is necessary. The total grant and the amount in excess of ~~\$45~~ \$50 shall be shown. (See Cases Nos. 1, 2, 3, 4, 5, 7, ~~8~~ 9, 11, 12, 13, 15, 16, 17, 18, 20, and 21, Aged Form ~~Ag~~ AB 801 and Nos. 1, 2, 3, 4, 6, 8, 9, 10, 12, and 13, Blind Form ~~Bl~~ AB 801.)*
2. Non-county cases--designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of ~~\$45~~ \$50 shall be shown. The federal and state shares may be extended to the corresponding columns. (See Cases Nos. 2 8 and 19, Aged Form ~~Ag~~ AB 801, and Nos. 3 and 6 1, Blind Form ~~Bl~~ AB 801.)*
3. Non-federal cases--designated by two asterisks (**) or the term "non-federal." The total grant shall be shown. The state share may be extended to the corresponding column. (See Cases Nos. 6 and 10 14, Aged Form ~~Ag~~ AB 801 and Nos. ~~7, 9, and 11~~, 4, 7, 11 and 14, Blind Form ~~Bl~~ AB 801.)*
4. Non-county-non-federal cases--designated by three asterisks (***) or the term "non-county-non-federal." The total grant shall be shown. The state share may be extended to the corresponding column. (See Cases No. 9 10, Aged Form ~~Ag~~ AB 801, and Nos. 5 and 10, Blind Form ~~Bl~~ AB 801.)*

(b)

(b)

(b)

(b)

Extension of the federal and state shares for "non-county," "non-federal" and "non-county-non-federal" cases is not mandatory. They may be shown for easier segregation by the county of the different types of cases in compiling the Recapitulation Sheets (Forms Ag, Bl 802.) (W&IC 2140, 3075, 3460; FSS-Admin.)

ANC

VOUCHER AID PAY ROLL (Form CA 801) consists of cases both eligible and ineligible for federal participation. The Warrant Amount, Basis for State Participation, and Basis for Federal Participation are shall be extended to the corresponding columns. Children who do not have one year county residence are designated by one asterisk (*) in the appropriate column. (See Case No. 7, Form CA 801.)*

(c)

The Basis for State Participation (see note at end of this section) is divided into two columns as follows:

1. ~~One~~ Total amount for that portion of the grant allowed for all children in each family budget unit eligible for federal participation, and

(c)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(a) Forms combined

(b) Change in maximum grant due to increased federal participation

(c) Clarification

2. ~~The~~ Total amount for that portion of the grant allowed for all children in each family budget unit ineligible ~~to~~ for federal participation. (a)

In making this separation, the following rules are observed:

- A. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to federal participation, and the grant equals or exceeds the maximum basis for state participation, the maximum state basis for the eligible children and the maximum state basis for the ineligible children is allocated on the payroll. (~~See Cases Nos. 1 and 7, Form CA-801~~)*

Example: A family budget unit consists of three children, two of whom are eligible ~~to~~ for federal participation. The grant for this family is \$175.50. The maximum basis for state and federal participation is ~~\$166.50~~ \$172.50, ~~\$130.50~~ \$136.50 of which is the maximum for the eligible children, and ~~\$36.00~~ of which is the maximum for the ineligible child. Allocation is made accordingly on the payroll. (See Case No. 1, Form CA 801)* (b)

- B. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to federal participation, and the grant is less than the maximum basis for state participation, the grant is divided proportionately among the eligible and ineligible children, except as stated in C, D and E:

Example: A family budget unit consists of three children, two of whom are eligible for federal participation. The grant for this family is \$100. Two-thirds of \$66.67 is apportioned to the two eligible children, and one-third or \$33.33 is apportioned to the ineligible child. (See Case No. 2, Form CA 801)*

- C. When, by using the method prescribed in B, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (~~\$39~~ \$45 for two children, ~~\$54~~ \$63 for three children, ~~\$69~~ \$81 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children, except as stated in D: (b)

Example: A family budget unit consists of five children, three of whom are eligible for federal participation. The total grant for this family is ~~\$60~~ \$70. Of this grant, ~~\$54~~ \$63 (the federal basis for three eligible children) is apportioned to the eligible children, and the remainder, ~~\$6~~ \$7 is apportioned to the two ineligible children. (See Case No. 3, Form CA 801)* (b)

- D. When the budgetary needs of the family budget unit less food, clothing, and personal needs of the ineligible child/children in the family budget unit, less any income specifically designated for the eligible children, are less than the maximum basis for federal participation (~~\$24~~ \$27 for one child, ~~\$39~~ \$45 for two children, ~~\$54~~ \$63 for three (b)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms

(a) Clarification

(b) Change in law.

children, etc.), a separate computation is made to determine the actual federal basis for the eligible child/children. The budget deficiency (warrant amount) and the basis for federal participation are reported on the Certificate of Verification of Eligibility (Form CA 201) or Notice of Change (Form CA 232). On the pay roll these same amounts are reported in their respective columns; the basis for state participation for the eligible child/children is the same amount as the basis for federal participation; and the basis for state participation for the ineligible child/children is the difference between the ANC grant and the amount allocated to the eligible child/children.

Portions of this section not relative to changes are omitted from the agenda.

The Basis for State Participation (see note at end of this section) shall be shown opposite each child's name on the pay roll in either Column 5A, state and county cases, or Column 5B, non-county cases, as follows:

1. Amounts for children having one or more years' county residence shall be entered in Column 5A. (See Cases Nos. 1, 2, 3, 4, 5, 7, 8, and 9 CA 801-BHI)*

Portions of this section not relative to changes are omitted from the agenda.

Note: The basis for state participation is equal to the amount of the grant under the ANC law or the amount of the monthly payment for the care of the children, whichever is the lesser, and not to exceed the following:

1. When all of the children in the family budget unit are eligible ~~to~~ for federal participation:

The maximum state basis is ~~\$85.50~~ \$88.50 for one child plus ~~\$45~~ \$48 for each additional child.

2. When all of the children in the family budget unit are ineligible ~~to~~ for federal participation:

The maximum state basis is \$72 for one child plus \$36 for each additional child.

3. When part of the children in the family budget unit are eligible ~~to~~ for federal participation and part are ineligible ~~to~~ for federal participation:

The maximum state basis is ~~\$85.50~~ \$88.50 for one eligible child plus ~~\$45~~ \$48 for each additional eligible child plus \$36 for each ineligible child.

4. For children in boarding homes:

The maximum state basis is \$72 for one child and \$36 for each of the other children in the boarding home.

(a)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(a) Change in law

5. For children in an institution: (As defined in Sec. 161-08)

The maximum state basis is \$36 for each child.

6. When a child transfers between homes during the month.

When a child is the "first" child in all homes, the maximum participating base for state funds is \$72 for all payments made for the month. Likewise, when a child is not the "first" child in any of the homes, the maximum participating base for state funds is \$36 for all payments made for the month.

If a child is in several homes during the month and is designated as a "first" child in some of the homes, the maximum participating base for state funds for the child is given by the following formula:

No.-of-days-in-homes-where child-was-"first"-child				
			X--\$72	
No.-of-days-in-all-homes				
No.-of-days-in-homes-where child-was-not-the-"first" child-				
			X--\$36	(a)
No.-of-days-in-all-homes				
Maximum-basis-for-state-funds-for-the-child				
Maximum basis for state funds where child was "first" child	=	No. of days in homes where child was "first" child	x \$72	
		No. of days in all homes		
Maximum basis for state funds where child was not "first" child	=	No. of days in homes where child was not the "first" child	x \$36	
		No. of days in all homes		
Maximum basis for state funds for the child	=	Maximum basis for state funds where child was "first" child	+ Maximum basis for state funds where child was not "first" child	

(a) Clarification

1. For children in the United States, the following are the minimum standards for each child:

1.1. Minimum standards for each child:

2. From a child's perspective, the following are the minimum standards for each child:

3. The following are the minimum standards for each child:

4. The following are the minimum standards for each child:

5. The following are the minimum standards for each child:

6. The following are the minimum standards for each child:

7. The following are the minimum standards for each child:

8. The following are the minimum standards for each child:

9. The following are the minimum standards for each child:

10. The following are the minimum standards for each child:

11. The following are the minimum standards for each child:

12. The following are the minimum standards for each child:

13. The following are the minimum standards for each child:

14. The following are the minimum standards for each child:

15. The following are the minimum standards for each child:

16. The following are the minimum standards for each child:

Basis for Federal Participation and Actual Federal Share:
OAS, ANB

In OAS and ANB the maximum basis for federal participation is \$45 \$50.
(There is no federal participation in the APSB program.) The actual federal
share is: $\frac{2}{3} \frac{3}{4}$ of \$15 \$20, plus $\frac{1}{2}$ of the difference between the amount
paid (not counting excess over \$45 \$50) and \$15 \$20. If the grant is less than
\$15 \$20, $\frac{1}{2}$ of the difference between the grant and \$15 \$20 is deducted from
 $\frac{2}{3} \frac{3}{4}$ of \$15 \$20. The maximum federal share is \$25 \$30.

(a)

The short formula for computing the federal share is: $\frac{1}{2}$ the amount
paid (not counting excess over \$45 \$50) plus \$2.50 \$5.00.

Example A: OAS grant \$60 Federal basis \$45, or, ANB grant \$75 Federal basis \$45.

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$45-\$15) \$30	15.00
Federal share		\$25.00

Short formula	$\frac{1}{2}$ of \$45	\$22.50
Plus		2.50
Federal share		\$25.00

(a)

Example B: Grant \$12 Federal basis \$12

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$12-\$15) minus \$3	1.50
Federal share		\$8.50

Short formula	$\frac{1}{2}$ of \$12	\$6.00
Plus		2.50
Federal share		\$8.50

Example C: Grant \$4 Federal basis \$4

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$4-\$15) minus \$11	5.50
Federal share		\$4.50

Short formula	$\frac{1}{2}$ of \$4	\$2.00
Plus		2.50
Federal share		\$4.50

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Example A: OAS grant \$65, federal basis \$50; or ANB grant \$80
federal basis \$50

Regular formula $\frac{3}{4} \times \$20 = \15.00
 $\frac{1}{2} \times (\$50 - \$20) = \$30/2 = \15.00
 $\$15 + \$15 = \$30.00$

Short formula $(\frac{1}{2} \times \$50) + \$5 = \$25 + \$5 = \$30.00$

Example B: Grant \$17, federal basis \$17

Regular formula $\frac{3}{4} \times \$20 = \15.00
 $\frac{1}{2} \times (\$17 - \$20) = -\$3/2 = \1.50
 $\$15.00 - \$1.50 = \$13.50$

(a)

Short formula $(\frac{1}{2} \times \$17) + \$5 = \$8.50 + \$5 = \$13.50$

Example C: Grant \$4, federal basis \$4

Regular formula $\frac{3}{4} \times \$20 = \15.00
 $\frac{1}{2} \times (\$4 - \$20) = -\$16/2 = \8.00
 $\$15 - \$8 = \$7.00$

Short formula $(\frac{1}{2} \times \$4) + \$5 = \$2 + \$5 = \$7.00$

~~Prior to October 1, 1946, the maximum basis for federal participation was \$40. The actual federal share was one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which met federal eligibility requirements. Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See Sec. 626-50, Supplemental Aid Claims.)~~

~~When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the federal share. For example, an OAS case receives \$40 in October, 1946, and in November receives a \$10 supplemental payment applicable to October. The principle of computation may be illustrated as follows:~~

(b)

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Total for October	\$50.00	\$25.00	\$20.83	\$4.17
First payment for October	40.00	22.50	14.58	2.92
Supplemental payment	\$10.00	\$2.50	\$6.25	\$1.25

~~In other words, the Federal Government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the individual to \$45, or up to the total amount paid for the month if less than \$45. (In the above example: \$45 - \$40 first payment = \$5 x 1/2 = \$2.50) (W&IG-2186, 3087; FSS-Act)~~

(a) Change in law

(b) Obsolete

ANC

In determining the maximum basis on which the federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum federal basis is ~~\$24~~ \$27 for one child and ~~\$15~~ \$18 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for federal participation is ~~\$24~~ \$27; if there are two eligible children in the family budget unit, the maximum basis for federal participation is ~~\$39~~ \$45; if there are three eligible children, the maximum basis is ~~\$51~~ \$63, etc.

(a)

The actual federal share is: ~~2/3~~ $\frac{3}{4}$ of ~~\$9~~ \$12 for each eligible child, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over ~~\$24~~ \$27 for the first eligible child and ~~\$15~~ \$18 for each other eligible child) and ~~\$9~~ \$12 for each eligible child. If the amount paid is less than ~~\$9~~ \$12 for each eligible child, $\frac{1}{2}$ the difference is deducted from ~~2/3~~ $\frac{3}{4}$ of ~~\$9~~ \$12 for each child. The maximum federal share is ~~\$13.50~~ \$16.50 for one child and ~~\$9~~ \$12 for each additional child.

The short formula for computing the federal share is: $\frac{1}{2}$ the amount paid (not counting excess over ~~\$24~~ \$27 for one child and ~~\$15~~ \$18 for each additional eligible child in the family budget unit) plus ~~\$1.50~~ \$3.00 for each child.

Example D:--One eligible child--grant \$36--Federal basis ~~\$24~~.

Regular formula	2/3 of \$9	\$6.00
	1/2 of (\$24-\$9) \$15	7.50
	Federal share	\$13.50

Short formula	1/2 of \$24	\$12.00
	Plus	1.50
	Federal share	\$13.50

Example E:--Two eligible children--grant \$67.50--Federal basis ~~\$39~~.

Regular formula	2 children x \$9 =	
	\$18 x 2/3	\$12.00
	1/2 of (\$39-\$18) \$21	10.50
	Federal share	\$22.50

Short formula	1/2 of \$39	\$19.50
	Plus 2 children x \$1.50	3.00
	Federal share	\$22.50

Example F:--Three eligible children--grant \$25--Federal basis ~~\$25~~.

Regular formula	3 children x \$9 =	
	\$27 x 2/3	\$18.00
	1/2 of (\$25-\$27) minus \$2	1.00
	Federal share	\$17.00

Short formula	1/2 of \$25	\$12.50
	Plus 3 children x \$1.50	4.50
	Federal share	\$17.00

(a)

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1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

$$f(x) = \frac{1}{x^2} = x^{-2}$$

$$f'(x) = -2x^{-3} = -\frac{2}{x^3}$$

$$f''(x) = \frac{6}{x^4}$$

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Example D: One eligible child - grant \$88.50, federal basis \$27

$$\begin{aligned} \text{Regular formula} \quad & 3/4 \times \$12 = \$9.00 \\ & 1/2 \times (\$27 - \$12) = \$15/2 = \$7.50 \\ & \$9.00 + \$7.50 = \$16.50 \end{aligned}$$

$$\text{Short formula } (1/2 \times \$27) + \$3 = \$13.50 + \$3 = \$16.50$$

Example E: Two eligible children - grant \$136.50, federal basis \$45

$$\begin{aligned} \text{Regular formula} \quad & 3/4 \times (2 \times \$12) = 3/4 \times \$24 = \$18.00 \\ & 1/2 \times (\$45 - \$24) = \$21/2 = \$10.50 \\ & \$18.00 + \$10.50 = \$28.50 \end{aligned}$$

$$\begin{aligned} \text{Short formula} \quad & 1/2 \times \$45 = \$22.50 \\ & 2 \times \$3 = \$6.00 \\ & \$22.50 + \$6.00 = \$28.50 \end{aligned}$$

Example F: Three eligible children - grant \$25, federal basis \$25

$$\begin{aligned} \text{Regular formula} \quad & 3/4 \times (3 \times \$12) = 3/4 \times \$36 = \$27.00 \\ & 1/2 \times (\$25 - \$36) = -\$11/2 = \$5.50 \\ & \$27.00 - \$5.50 = \$21.50 \end{aligned}$$

$$\begin{aligned} \text{Short formula} \quad & 1/2 \times \$25 = \$12.50 \\ & 3 \times \$3 = \$9.00 \\ & \$12.50 + \$9.00 = \$21.50 \end{aligned}$$

Prior to October 1, 1946, the maximum basis for federal participation was \$18 for one child and \$12 for each additional eligible child in a family budget unit. The actual federal share was one-half the amount paid up to the maximum federal basis (the maximum share being \$9 for one child and \$6 for each additional child). Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See Sec. 626-50, Supplemental Aid Claims.)

When a supplemental payment is made covering aid for October, 1946, and subsequent months, special care is needed in computing the federal share. For example, one child eligible for federal care received \$20 in October, 1946, and in November receives a \$19.50 supplemental payment applicable to October. The principle of computation may be illustrated as follows:

	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>County</u>
Total for October	\$39.50	\$13.50	\$15.00	\$11.00
First Payment for October	20.00	11.50	5.67	2.83
Supplemental Payment	\$19.50	\$2.00	\$9.33	\$8.17

In other words, the Federal government shares in one-half of that part of the supplemental payment necessary to bring the total payment to the one child to \$24, or up to the total amount paid for the month if less than the maximum Federal basis. (In the above example, \$24 - \$20 first payment = \$4 x 1/2 = \$2.) (W&IG-1553, 1560; FSS Act)

(a) Change in law

(b) Obsolete

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12. The twelfth part of the document is a list of names and addresses.

13. The thirteenth part of the document is a list of names and addresses.

14. The fourteenth part of the document is a list of names and addresses.

15. The fifteenth part of the document is a list of names and addresses.

16. The sixteenth part of the document is a list of names and addresses.

When one or more children of a family group have non-county status and the remaining children have regular status, the ~~\$24~~ \$27 basis for federal participation is allocated to a child having regular status. (See Case No. 7, Form CA 801.)* (W&IC 1556, 1560) (a)

When Federal Participation is Available:
OAS, ANB, ANC

The first payments made on new applications and restorations are initial payments. Federal participation is available in initial payments provided the board of supervisors' action occurs within the month for which the aid is granted and the warrant is delivered during the same month or not later in the following month that the time when such payment would normally be issued under the county's customary fiscal procedure. Federal participation is also available in initial payments as follows:

1. ~~In appeal cases granted by the SSWB.~~ When a retroactive payment has been made to adjust an appeal which has been filed, but not yet heard by the SSWB, or to carry out an appeal decision by the SSWB. The Federal Government participates in the payment for all or any part of the period during which the appeal was pending, plus the month during which the appeal was signed and the two preceding months, provided such period does not antedate the month in which payment was improperly denied or withheld. (b)

Portions of this section not relative to changes are omitted from the agenda.

5. Correction of Erroneous Payment

- a. When a payment in a particular month is made for less than the authorized award for that month and the error is corrected by delivery of an additional warrant within a three-month period, including the month in which the erroneous payment was made. No action of the board of supervisors is necessary.

Example I: The authorized award for January is \$40. Through error only \$30 is paid on January 1. The additional \$10 may be paid later in January, in February or not later than March 31. No change in the award is made to correct the underpayment.

- b. When a payment is made in excess of the authorized award. The Federal Government participates in the excess payment only if the amount of the excess is taken into consideration in the payment for either of the two months following the month in which the overpayment was made. No change in the authorized award should be made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full federal participation in the authorized award for each month.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

- (a) Change in law
- (b) Clarification

Example J: The authorized award in OAS is ~~\$45~~ \$50 through error ~~\$55~~ \$60 is paid in January. In February or March \$10 less than the authorized award is paid to adjust for the \$10 overpayment in January. No change in the award is made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full federal participation in the maximum basis of ~~\$90~~ \$100 for the two months.

(a)

Portions of this section not relating to changes are omitted from the agenda.

In computation of a partial month's claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

Example A: OAS in the amount of ~~\$60~~ \$65 a month begins on November 4.
Aid for 27 days is allowed ($27/30 \times \text{~~\$60~~ \$65}$), making a total payment of ~~\$54~~ \$58.50.

Example B: ANB in the amount of ~~\$75~~ \$80 a month begins on December 4.
Aid for 28 days is allowed ($28/31 \times \text{~~\$75~~ \$80}$), making a total payment of ~~\$67.74~~ \$72.26.

Example C: APSB begins on February 4 during a 28-day month at the rate of \$75 a month. Aid for 25 days is allowed ($25/28 \times \$75$), making a total payment of \$66.96.

Example D: ANC in the amount of ~~\$75~~ \$88.50 a month is discontinued on February 24 during a 29-day month, aid for 24 days is allowed ($24/29 \times \text{~~\$75~~ \$88.50}$), making a total payment of ~~\$62.07~~ \$73.23.

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution and 627-85, Federal Participation When an Additional Child Becomes Eligible During Month (Example c). (W&IC 1511, 1553, 1556, 1559, 1560, 2020, 2140, 2186, 2189, 3075, 3084, 3087, 3087.3, 3460, 3480, 3482)

(a)

In an OAS, ANB, and APSB case for which a partial month's claim is made, the bases for both state and federal participation (no federal in APSB) are the actual amount of aid paid, the federal basis not to exceed the maximum of ~~\$45~~ \$50. Federal participation is not prorated. (W&IC 2020, 2021, 2186, 2187, 3025, 3084, 3087, 3420, 3472; FSS-Admin.)

Example A: When 20 days' aid at the rate of ~~\$60~~ \$65 in a 30 day month, or ~~\$40.00~~ \$43.33 is paid to an OAS recipient ~~\$40.00~~ \$43.33 is the basis for state and federal participation. (See Case No. ~~11~~ 21, Aged Form AB 801.)

Example B: When 25 days' aid at the rate of ~~\$55~~ \$80 in a 30-day month, or ~~\$45.83~~ \$66.67 is paid to an ANB recipient, ~~\$45.83~~ \$66.67 is the basis for state participation and ~~\$45~~ \$50 is the basis for federal participation (See Case No. ~~10~~ 13, Blind Form B1 AB 801.)*

(a)

Example C: When 17 days' aid at the rate of \$75 in a 30-day month, or \$42.50, is paid to an APSB recipient, \$42.50 is the basis for state participation. (No federal.) (See Case No. ~~11~~ 14, Blind Form B1 AB 801.)*

In an ANC case for which a partial month's claim is made, the basis for state participation is the actual amount paid, not to exceed the state maximum for a full month as the actual maximum state share may be claimed for a portion of a month, as well as for a full month.

In an ANC case for which a partial month's claim is made, the basis for federal participation is the same as the basis for state participation for the children eligible for federal, not to exceed the federal maximum. (~~\$24.00~~ \$27.00 for one child, ~~\$39~~ \$45 for two children, ~~\$54~~ \$63 for three children, etc.) (a)
(W&IC 1510, 1511, 1553, FSS-Act; FSS-Admin.)

Example D: When 15 days' aid at the rate of \$75 in a 31-day month, or \$36.29, is paid for one child in a boarding home, \$36.29 is the basis for state participation for a first child. (See Case No. 6, Form CA 801-BHI.)*

Example E: When 25 days' aid at the rate of \$100 in a 31-day month, or \$80.64, is paid for one child ineligible for federal participation, \$72 is the basis for state participation. (See Case No. 15, Form CA 801.)*

Example F: When 10 days' aid at the rate of \$95 in a 31-day month, or \$30.65, is paid for three children eligible for federal, \$30.65 is the basis for both state and federal participation. (See Case No. 16, Form CA 801.)*

Example G: When 17 days' aid at the rate of ~~\$80~~ \$100 in a 31-day month, or ~~\$43.87~~ \$54.84 is paid for three children, two of whom are eligible for federal, ~~\$43.87~~ \$54.84 is the state basis and ~~\$39.00~~ \$45.00 is the federal basis. (See Case No. 17, Form CA 801.)* (a)

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(a) Change in law.

When a child is moved from the home of a relative or legally appointed guardian to a boarding home or institution (or vice versa) during a month, ANC should be computed and claimed as follows:

1. When an amount equaling or exceeding the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when an amount paid in advance or during the month to the relative or guardian for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No aid is claimed on the BHI claim for that month.

Maximum for full month Paid in advance to Relative	Example A: A 15-year-old child is living with his mother and the monthly ANC grant in the amount of \$85.50 \$88.50 is paid to the mother on January 1. On January 25, the child is placed in a boarding home. Aid is claimed only on the voucher claim on the maximum basis of \$85.50 \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of the change as February 1.
--	--

Maximum for Partial month paid in advance to relative	Example B: A 15-year-old child living with his mother and receiving aid at the rate of \$100.00 a month is to be placed in a boarding home on January 28. The change is known in advance and on January 1 the mother is paid for 27 28 days in the amount of \$87.10 \$90.32 (27/31) (28/31 x \$100). Aid is claimed only on the voucher claim on the maximum basis of \$85.50 \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of change as February 1.	(a)
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Transfer from BHI to relative during month. Relative paid maximum for partial month	Example C: A 15-year-old child living in a boarding home is moved on January 5 4 to his mother's home, where aid is granted at the rate of \$100.00 a month from January 5 4. The mother is paid for 27 28 days in the amount of \$87.10 \$90.32 (27/31) (28/31 x \$100). Aid is claimed only on the voucher claim on the maximum basis of \$85.50 \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of change as January 5 4.
--	---

2. When less than the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the maximum reimbursement of state funds is allowed between both the voucher and BHI claims. The voucher claim should show the total amount paid to the relative or guardian and the regular bases for federal (if eligible for federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. The Notice of Change (Form CA 232) should show the effective date of the change of payee and the new monthly rate.

(a) Change in law.

Transfer from relative to BHI. Full month paid in advance to relative less than maximum.

Example D: A 15-year-old child having one year's or more county residence and living with the mother is receiving aid at the rate of ~~\$64.50~~ \$67.50 a month. On December 16 the child is moved to a boarding home and the grant is increased to \$77.50. The child is the only child in the boarding home. On December 1 a warrant is issued to the mother for the full month in the amount of ~~\$64.50~~ \$67.50. At the end of the month a warrant is issued to the boarding home for 16 days' aid in the amount of \$40.00 ($16/31 \times \77.50). The total amount of the advance payment of ~~\$64.50~~ \$67.50 shown on the voucher claim as the basis for state participation and ~~\$24~~ \$27 is shown as the basis for federal participation, resulting in an actual claim of ~~\$13.50~~ \$16.50 federal funds and \$34 state funds. Only \$14 state share ($\$48$ maximum state share less \$34 allowed on the voucher claim) may be claimed on the BHI claim, making the basis for state participation \$21 ($\$14 = 2/3$ of \$21). (See Case No. 8, Form CA 801 and Case No. 3, Form CA 801-BHI.)*

(a)

If this example were a non-county case, the actual state share on the voucher claim would be \$51.00 and on the BHI Claim \$21.00, or a total of \$72.00.

Transfer from relative to BHI. Partial month paid to relative in advance-less than maximum.

Example E: A 15-year-old child having one year's or more county residence and living with the mother is receiving aid at the rate of \$66 a month. On December 6 the child is moved to a boarding home and the grant is decreased to \$60. The child is the only child in the boarding home. This change is known in advance and on December 1 a warrant is issued to the mother for 5 days' aid in the amount of \$10.65 ($5/31 \times \66). At the end of the month a warrant is issued to the boarding home for 26 days' aid in the amount of \$50.32 ($26/31 \times \60). The total amount of the advance payment of \$10.65 is shown on the voucher claim as the bases for state and federal participation, resulting in an actual claim of ~~\$6.83~~ \$8.33 federal funds and ~~\$2.55~~ \$1.55 state funds. The basis for state participation on the BHI claim is the same as the warrant amount, \$50.32, resulting in an actual claim of \$33.55 state funds ($2/3$ of \$50.32). The total state share for the month on both claims is only ~~\$36.10~~ \$35.10 (~~\$2.55~~ \$1.55 on the voucher claim plus \$33.55 on the BHI claim) as the amount paid to the boarding home is not sufficient to allow the maximum of \$48.00 for the month. (See Case No. 9, Form CA 801 and Case No. 4 Form CA 801-BHI.)*

(a)

If this example were a non-county case, the actual state share on the voucher claim would be ~~\$3.82~~ \$2.32 and on the BHI claim \$50.32 or a total of ~~\$54.14~~ \$52.64.

(a)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(a) Change in law.

Transfer from BHI to Relative. Partial month paid to relative -- less than maximum.

Example F: A 15-year-old child having one year's or more county residence is the only child living in a boarding home where aid is being paid at the rate of \$84 a month. On December 26 the child is moved to his mother's home where aid is granted at the rate of ~~\$80~~ \$95.50 a month effective December 26. Two warrants are issued one to the boarding home for 25 days' aid in the amount of \$67.74 ($25/31 \times \84) and one to the mother for 6 days' aid in the amount of ~~\$15.48~~ \$18.49 ($6/31 \times \text{~~$80~~ $95.50}$). The total amount of the payment of ~~\$15.48~~ \$18.49 made to the mother is shown on the voucher claim as the basis for state and federal participation, resulting in an actual claim of ~~\$9.24~~ \$12.25 federal funds and \$4.16 state funds. Only \$43.84 state share (\$48 maximum state share less \$4.16 allowed on the voucher claim) may be claimed on the BHI claim, making the basis for state participation \$65.76 ($\$43.84 = 2/3 \text{ of } \65.76). (See Case No. 10, Form CA 801 and Case No. 5, Form CA 801-BHI.)* (a)

If this example were a non-county case, the actual state share on the voucher claim would be \$6.24 and on the BHI claim \$65.76, or a total of \$72.

(W&IC 1507, 1510, 1511, 1512, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560; FSS-Admin.)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.
(a) Change in law.

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

Example A: Two children eligible for federal participation are receiving aid at the rate of \$100 on December 1. Aid is approved to begin on December 14 for an additional child of the same family who is also eligible for federal participation. Aid continues at the rate of \$100 for the family, one warrant is issued in the amount of \$100 and the basis for federal participation for the three children is ~~\$54~~ \$63. (See Case No. 11, Form CA 801.)*

Example B: Two children eligible for federal participation are receiving aid at the rate of \$150 (~~\$130.50~~ \$136.50 basis for state participation (a) and ~~\$19.50~~ \$13.50 county supplemental aid). An additional child becomes eligible for ANC on December 13, and is also eligible for federal participation. The basis for state participation is increased to \$150 and ANC is continued at that rate. One warrant in the amount of \$150 is issued. The basis for state participation for month of December is \$150 and the federal basis is ~~\$54~~ \$63. (See Case No. 12, Form CA 801.)*

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to federal matching is computed on the basis of each individual warrant.

Example C: Two children eligible for federal participation are receiving ANC at the rate of \$100 on December 1. The family grant is increased to \$120 on December 14, when aid is approved to begin for an additional child of the same family, who is also eligible for federal participation. The method of arriving at the total payment for the month is as follows:

13 days @ \$100	\$ 41.93
18 days @ \$120	\$ 69.68

Total basis for
state participation \$111.61

At the beginning of the month, one warrant is drawn in the amount of \$100 for the first two children, and in the middle of the month a supplemental warrant in the amount of \$11.61 is issued to cover the increase for the third child.

The basis for federal participation is ~~\$39~~ \$45 in the first warrant of \$100 issued for the first two children and \$11.61 in the supplemental warrant issued for the additional child, or a total of ~~\$50.61~~ \$56.61 for the three children, instead of ~~\$54~~ \$63. (See Case No. 13, Form CA 801.)* (a)

One warrant in the amount of \$120 is issued for the next month, if the children remain eligible for the same amount. The basis for federal participation is ~~\$54~~ \$63. (W&IC 1553, 1511, 1560, FSS-Admin.)

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(a) Change in law.

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, federal participation is available on the basis of the amount paid up to a maximum of ~~\$24~~ \$27 for one eligible child in each family, and up to a maximum of ~~\$15~~ \$18 for each of the additional eligible children in each family. (See Case Nos. 5 and 6, Form CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, federal participation is allowed on the basis of the amount paid up to a maximum of ~~\$24~~ \$27 for only one eligible child in the household and up to a maximum of ~~\$15~~ \$18 for each additional eligible child in the same household. (See Case No. 14, Form CA 801)* (W&IC 1553, 1560, FSS-Admin.) (a)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.
(a) Change in law.

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(2)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
October 8, 1948

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

OCT 13 1948

At 8:30 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of the regulations issued
by the State Department of Social Welfare with Manual Letter
No. 124.

These regulations were adopted by the State Social Welfare
Board on September 23, 1948 pursuant to the powers conferred upon
it by the Welfare and Institutions Code under Sections 103, 103.5,
103.6, and 114b, and are filed in accordance with provisions of
Section 11380 of the Government Code.

Regulations contained in 146-00, 155-15, 155-20, 155-25,
155-30, 155-60, 156-15, 156-20, 156-25, 156-40, 156-50, 361-10,
361-50, 601-42, 601-43, 601-44, 601-45, 601-47, 601-48, 601-49,
601-50, 626-50, 626-60, 627-10, 627-20, 627-30, 627-40, 627-45,
627-50, 627-85, 627-90, 645-02, 645-28, 645-29, 645-30, 645-37,
645-39, 645-66, 645-71, 645-76, and 645-96 were adopted to be
effective immediately upon filing with the Secretary of State,
since this has been found necessary for the immediate preservation
of the public peace, health and safety or general welfare and that
notice and public procedure thereon are impracticable, unnecessary
or contrary to the public interest.

This material was previously filed with your office on
September 30 and October 1, 1948. It is now being sent to you in
manual form.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:52
Attachments

cc: Mr. Ralph N. Kleps
Dept. of Professional and Vocational Standards
Division of Administrative Procedure
516 Business and Professions Bldg.
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GORDON X. RICHMOND
84 PLAZA
ORANGE

REV. THOMAS H. MARKHAM
413 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

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TO:

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STATE OF CALIFORNIA
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Certified ☐ i Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Amelia
(Signature)

Director
(Title)

10-8-48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
October 5, 1948

FILED

In the office of the Secretary of State
of the State of California

1297

OCT 13 1948

At 8.30 o'clock 9 M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

MANUAL LETTER NO. 124

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Residence	Revisions 62 and 63
Personal Property	Revision 85
Amount of Grant	Revisions 117 thru 132
Institution Inmates	Revision 48
Applications	Revisions 59 and 60
Investigation and Decision	Revision 194
Continuing Services	Revisions 205 thru 212
Financial Procedures	Revisions 392 thru 430

These revisions were adopted by the Social Welfare Board on September 24, 1948, and are effective as follows:

September 30, 1948

October 1, 1948

November 1, 1948

645-02	146-00	361-50	627-20	122-05	202-75
645-28	155-15	601-42	627-30	122-10	230-89
645-30	155-20	601-43	627-40	162-00	351-12
645-66	155-25	601-44	627-45	201-15	610-40
645-71	155-30	601-45	627-50		
645-76	155-60	601-47	627-85		
	156-15	601-48	627-90		
	156-20	601-49	645-29		
	156-25	601-50	645-37		
	156-40	626-50	645-39		
	156-50	626-60	645-96		
	361-10	627-10			

Sec. 146-00 as revised eliminates the requirement that a condemnation suit must have been filed in order that the money received from the sale of a home under eminent domain proceedings shall be considered real property during the one year subsequent to the date payment is received.

Sec. 351-12 as revised makes a personal interview with the recipient mandatory in reinvestigations of eligibility in OAS, ANB, and APSB.

Secs. 202-75 and 230-89 have been added and Secs. 122-05, 122-10, 162-00, 201-15, and 610-40 revised to incorporate provisions with respect to parolees from the California Youth Authority.

Sec. 601-50 has been revised to eliminate the following two statements: "A rubber-stamped signature is not acceptable," and "If the signature on the estimate of the director or official in charge is acknowledged by a person other than the county clerk or his deputy, the official seal shall be affixed to all copies."

Sec. 645-02 has been revised to include the provision that federal participation may be claimed for the cost of physical examinations by private physicians of fathers in CIF and TBF cases.

Secs. 645-28, 645-29, and 645-30 are new sections dealing with federal participation in the expenses of a county civil service department, expenses of surveys by private agencies, and expenses of various other county agencies.

Secs. 645-37, 645-39, and 645-66 have been revised to clarify existing policy in regard to federal participation in expenditures for repairs and alterations, rent of county offices, and automotive purchase and maintenance and operation.

Sec. 645-71 as revised permits the county to submit plan material for the allocation of charges for certain expenditures of county agencies other than the welfare department if these expenditures are not readily allocable by other methods outlined in the section.

Sec. 645-76 as revised specifies that time reports are required of all welfare department employees, including the welfare director and supervisors.

Sec. 645-96 as revised provides that the reporting of the cost of administration shall be on a cash flow basis and not on the basis of budget encumbrance or obligations incurred.

The following sections have been revised as a result of the change in maximum grant and federal sharing:

155-15	156-40	601-45	627-20
155-20	156-50	601-47	627-30
155-25	361-10	601-48	627-40
155-30	361-50	601-49	627-45
155-60	601-42	626-50	627-50
156-15	601-43	626-60	627-85
156-20	601-44	627-10	627-90
156-25			

The following resolution was adopted by the Social Welfare Board on September 24, 1948:

RESOLUTION

Certain sections affected by the October 1, 1948, changes in maximum grants will not be reprinted until a later date since the necessary revisions consist almost exclusively of substituting new grant figures for old. Manual holders shall correct specified sections in accordance with the following instructions.

In the following sections, wherever \$60 appears as the maximum grant for OAS, it shall be changed to \$65, and wherever \$75 appears as the maximum grant for ANB, it shall be changed to \$80. Any derived computations in examples in these sections shall be changed so as to be consistent with new maximum grants. No change shall be made in the amount of grant or in any other figure relating to APSB. These changes are effective October 1, 1948.

Section

Location of Change

101-00	Aid, Item A
237-10	Item 12
361-25	Item 11, Examples A and B
361-80	Paragraph 2
362-05	Column 4
362-05	Example
362-25	Paragraph 1
362-25	Examples A and C
611-70	Example C

The amounts in Sec. 150-00, 155-05, and 156-05 shall not be changed since they are shown as they appear in the W&IC.

Other changes resulting from the increase in grants are to be made as follows:

Sec. 352-20

Item 5. Need in excess of ~~\$65~~ 80 per month -- In ANB when aid in excess of ~~\$65~~ 80 is established, enter the nature of the need which is in excess of ~~\$65~~ 80 per month with verification of need and the amount of same.

Sec. 361-22

Example 2. The request for restoration was signed on September 10. By action of 10/21 the board of supervisors conditionally restored aid from October 1 in the amount of ~~\$60~~ 65 per month to a recipient having no income and whose personal property holding had not yet been established. The investigation was not completed until action by the board of supervisors on January 15 and showed that the recipient, having no need in excess of ~~\$60~~ 65, had \$15 income in November and no income in December or thereafter. Personal property holdings were established to be within the maximum until 12/21 when funds received from sale of real property made him ineligible for further aid.

The second action of the board of supervisors is reported on a Notice of Change as follows:

Change	Effective date of Change	Grant	Income	Need
Decrease				
Increase				
Restoration				
Discontinuance	1/31/48 <u>49</u>	xxx	xxx	xxx

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 48 now established as follows:

Oct. 1, 1947 48 - \$60 65 grant - no income
 Nov. 1, 1947 48 - \$45 50 grant - \$15 income, need not above \$60 65
 Dec. 1, 1947 48 - \$60 65 grant - income ceased
 Dec. 31, 1947 48 - Ineligible further payment. Personal property resulting from sale of real property on 12/21 excessive.

Approved by the Board of Supervisors of _____ County on 1/15/48 49.

Example 3. If in Example 1 2 there had been no property sale but the \$15 income which began in November was continuing income, overpayment occurred not only in November but in December and January. With no need in excess of \$60 65 there was an overpayment of \$45. By board of supervisors' action on 1/15/48 49, the grant for February would be reduced to \$15 20 which adjustment would take into consideration the \$15 income to be received in February and the overpayment for December and January (both of which months would be within the current adjustment period) and the grant would be increased to \$45 50 effective 3/1/48 49. (See Sec. 361-10, Decrease in Grant.) Repayment of the \$15 overpayment in November is requested. (See Sec. 670-88)

The Notice of Change reporting the action would be completed as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease	2/1/48 <u>49</u>	\$15.00 20.00	\$15 earnings \$15 Dec. o.p. \$15 Jan. o.p.	
Increase	3/1/48 <u>49</u>	\$45.00 50.00	\$15	
Restoration				
Discontinuance				

Reason for Change

Former conditional restoration. Eligibility from 10/1/47 48 now established as follows:

Oct. 1, 1947 48 - \$60 65 grant - no income
 Nov. 1, 1947 48 and thereafter \$45 50 grant - \$15 income and need not above \$60 65

Approved by the Board of Supervisors of _____ County on 1/15/48 49.

Sec. 362-05

Column 6. No entry is made unless the total verified need exceeds \$60 65 a month in OAS or \$75 80 in ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$80 85 a month this amount is entered in Column 6.

Example B: On December 1, a recipient of ANB begins to receive income of \$12 a month and his total need is established at ~~\$90~~ 95 although he has received ~~\$75~~ 80 aid, Form Bl 232 reporting computation of the grant effective December 1, on the basis of need in excess of ~~\$75~~ 80 shall be submitted. In February the income increases to \$16 a month, but total need is established as ~~\$95~~ 100 a month. The submission of Form Bl 232 to report a change in the income and the need is not necessary as the grant remains the same. In March the income increases to \$25 a month, but total need remains the same. Appropriate adjustment in the grant shall be reported by submission of Form Bl 232.

Revised Forms Ag, Bl, and CA 809 are included to replace the Forms Ag, Bl, and CA 809 now in Sec. 601-99. Other forms and examples on forms are not being revised at this time to include the change in maximum grant.

122-05 COUNTY RESIDENCE
OAS, ANB, APSB, ANC

122-05

Assistance may be paid to a person, otherwise eligible, who has state residence under provisions of the respective category of aid provided that he resides in the county in which application is made and has so resided continuously for at least one year (six months for ANB or APSB applicants who became blind while residents of this state) immediately preceding date of application.

Any person otherwise eligible who qualifies under state residence requirements and who does not have county residence of one year (six months for ANB applicant who became blind while a resident of this state) may file application, or have application filed on his behalf, in county in which he resides. Aid, if granted, shall be reimbursed in full by state until required period of county residence has been completed. (See Sec. 122-15, Non-County Residence.)

If an applicant is not living in the county of residence, the county in which the applicant is actually living shall accept the application for the county of residence and shall, without delay, submit the signed application to the county of residence. The county in which the applicant is living then obtains all available information and submits it to the county of residence. The county of residence shall then complete the investigation. (For exception see Secs. 202-55, Application of Patient on Leave from State Hospital, and 201-15, Person Making Application, ANC)

If a county in which an applicant is living accepts an application and grants aid, the SDSW will reimburse on a joint basis until county responsibility or non-county status is determined. When this determination has been made the SDSW will make the proper reimbursement adjustment. (W&IC 1526, 1527, 1560, 2140, 2160, 2220, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3433, 3450, 3460)

122-10 ANC DETERMINATION OF COUNTY OF RESIDENCE
ANC

122-10

Residence of a child follows county residence of the parent who has custody. Residence of parent is determined by his union of act and intent. In order to determine county residence of children under ANC law, the following rules shall govern and shall be operative in consecutive order; i.e., subdivision a must be applied first and if that is not applicable, subdivision b must be applied; if that is not applicable then c must be applied, etc;

- a. Residence of father determines that of child during lifetime of father unless father has abandoned child, has been legally deprived of its custody, or is in fact living separate and apart from mother of child. In the latter case, residence of child is determined by residence of parent who has his custody. "Legally deprived of its custody" is held to mean deprived of custody(1) because of the appointment of a legal guardian;(2) by reason of a court order declar-

(Section Continued on Next Page)

121-77 (Continued)

121-77

Example B: Child born in Ohio. On August 6, 1939, family enters California to visit Relatives. Parents return to Ohio but leave child for extended visit with relatives. Father dies, mother remains in Ohio. ANC residence requirements would not be fulfilled before August 6, 1940.

Example C: Child born in Iowa. Parents divorced in Iowa, October 1938. Mother established California residence on May 8, 1939, and has resided here since that date. Father and child remain in Iowa. Father dies in Iowa, July 1940. Child joins mother in California. Child eligible to ANC in so far as residence is concerned.

Example D: Child born in Ohio. Parents established California residence on April 9, 1938, but child remained in Ohio. Father died June 23, 1940, mother continues to reside in California. Child comes to California to join mother July 6, 1940, eligible to ANC in so far as residence is concerned.

Example E: Child born in Nevada in 1935. Family established California residence in November 1936, and remained here until January, 1940, when they returned to Nevada intending to live permanently on cousin's ranch. Quarreled with cousin and returned to California, March 3, 1940. Father sent to state prison April 16, 1940. ANC residence requirements not fulfilled until on or after March 3, 1941.

121-95 EFFECT OF ABSENCE FROM UNITED STATES OAS, ANB, APSB, ANC

121-95

The tests of intent of residence discussed in the foregoing sections are applied if an applicant has been absent from United States. (See Sec. 123-50, Loss of State Residence While in Receipt of Aid) (W&IC 1560, 2140, 3075, 3460)

122-00 COUNTY RESIDENCE--GENERAL OAS, ANB, APSB, ANC

122-00

A period of county residence prior to date of application is not a requirement for eligibility to OAS, ANB, ANC, or APSB. However, length of residence in the county of application determines which governmental units participate in payment of aid. The State reimburses in full the amount of aid paid by the county to an eligible recipient until the required period of county residence has been completed.

In OAS, financial participation by county is required when recipient has completed one year of residence therein. In ANB or APSB, six months' county residence is sufficient if the recipient became blind while a resident of California; otherwise, the period is one year. In ANC, county financial participation is not required until a child has resided in the county for one year, except in the case of foundlings.

The legislature has set forth that applicants for or recipients of aid shall have the same freedom of movement and choice of residence accorded other residents of California. The county should inform applicants for or recipients of aid that such freedom of movement within the State entails administrative action, and therefore they should notify county of changes in residence in order to insure continued payment if in need. (W&IC 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3432.1, 3433, 3450, 3460)

122-10 (Continued)

122-10

- f. If residence is not determined under subdivision a, b, c, d, or e, above, then the following shall be invoked:

County in which child is living shall be deemed the county of residence when child has been physically present in county for one year. This applies to child who does not have a parent or guardian in the state to establish county residence for him, or whose parent or guardian cannot be located after a complete investigation by the county. It also applies to a child living in an institution, except when the county places the child in the institution, in which case the county in which the child has residence at time of placement shall be considered his residence. The county may accept an application from person who is actually caring for child regardless of relationship between child and such person, or, if this procedure is not deemed advisable, the county may, in its own behalf, file an application for support for child. (See Sec. 125-05, Residence of ANC Child, Application for Aid Filed by Institution.)

Example A: Half orphan child living in County A with mother since 1940. Mother dies September 30, 1942. Child remains in same county living in home of Uncle. Uncle appointed child's legal guardian on October 20, 1942. Uncle dies June 6, 1943. Child continues to reside with uncle's wife in County A. Application for ANC filed August 15, 1943.

Child's residence in County A determined by natural mother (subdivision B) from August 15, 1942, through September 30, 1942; by physical presence (subdivision F) October 1, 1942, to October 20, 1942; by guardian (subdivision C) from October 20, 1942, to June 6, 1943; by physical presence (subdivision F) from June 7, 1943, to date of application.

Example B: Relatives make application for ANC for a half-orphan child living with them in County A. The father's whereabouts has been unknown for two years and, after a complete investigation the county is unable to locate him. The child has no legal guardian and is not a ward of the Juvenile Court, and the provisions of W&IC Sec. 1526 (e) do not apply. Therefore residence is determined under W&IC Sec. 1526 (f), that is, physical presence. (W&IC 1525, 1526, 1560)

122-10 (Continued)

122-10

ing the child free from the parents' care and custody under Sec. 775 et. seq. of the W&IC or (3) by court order in a divorce action. A parent of a child who is made a ward of the Juvenile Court under Sec. 700 of the W&IC is not deprived of custody by reason of such commitment.

If the mother's residence has been controlling the residence of the child under the provisions of the above paragraph, upon the death of the mother the county residence of the father begins to govern unless he has abandoned the child or has been legally deprived of its custody under Sec. 775 of the W&IC.

- b. If child's residence is not determined under subdivision a, then residence of mother determines that of child during lifetime of mother, unless mother has abandoned child or has been legally deprived of its custody. (See subdivision a for definition of "legally deprived of custody.") Residence of husband shall not be deemed residence of wife when they are living separate and apart and in such case each may have a separate residence, dependent upon proof of the fact. The fact of living separate and apart in such instance implies physical separation and may be voluntary, or may be involuntary, e.g., when husband is a patient in public or private hospital or inmate of a prison or in a county jail for a continued length of time.

- c. If the residence of the child is not determined under subdivision a or b above, then residence of any individual who has been appointed legal guardian determines the residence of the child.

If the residence of the child is not determined under subdivision a or b above, the child has no guardian and such child is a ward of the Juvenile Court (committed to the care of the probation officer or the California Youth Authority). The county in which the court is located shall be considered the residence of the child.

- d. A foundling is deemed to have county residence in the county in which he is found.
- e. If the residence of the child is not determined under subdivision a, b, c, or d above, and the child has been placed in an institution or boarding home by a public agency, the county in which the child has residence at the time of such placement shall be considered the residence of the child until his residence can be determined under subdivision a, b, or c.

For the purposes of this section, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

Example: Family resided in County A. Mother died and father's whereabouts became unknown. County A placed child in an institution in County B, located father and secured support. Subsequently father disappeared and it was necessary to apply for ANC. For purposes of ANC, the residence of the child remains County A until and unless his residence can be determined under subdivision A or C.

(Section Continued on Next Page)

146-00 (Continued)

146-00

The following represent some types of conversion of property from one form to another: (See Sec. 141-00, Types of Personal Property.)

1. Principal payments on property sold under contract of sale and principal payments received on a mortgage or similar instrument.
2. Payment received for Indian allotments sold by the U. S. Government upon the petition of the Indian for whom the property is held in trust.
3. Lump sums received from the maturing of life insurance policies or surrender of them for their cash value. (W&IC 1520, 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460; AGO NS801, NS4943)

In OAS, money (if retained in cash or securities) received by a recipient from the sale of his home under eminent domain proceedings shall not be considered in determining personal property holdings during the one year period subsequent to the date payment is received. It is not essential that a suit be filed in the superior court under eminent domain proceedings but verification of the fact that the property was sold under threat of eminent domain proceedings by duly constituted authorities shall be included in the case record. At the expiration of the one year period the unexpended amount shall be considered in determining the amount of the recipient's personal property. (W&IC 2165d)

In ANB and APSB, proceeds received by a recipient from involuntary conversion of real property shall be considered real property for a period of one year from date of receipt. In order that such funds can be considered as real rather than personal property during the one year period there must be evidence that the sale was involuntary. (If there is any question that a particular action was involuntary, the matter should be referred to the county's legal advisor.) Any of the proceeds remaining at the termination of the one year period shall be considered as personal property in determining eligibility to continued aid. (See Sec. 132-30, Determination of Assessed Value of Real Property) (W&IC 3047.3, 3447.3)

In OAS, ANB, and APSB, the value of any increment (interest and/or increase) accruing from the converted property shall be considered in the same manner as other income or property. In ANB and APSB, the assessed value of any converted property shall be determined. (See Secs. 143-10, Determination of Value of Personal Property; 143-35, Determination of Value of Cash on Hand and in Safe Deposit Boxes; 143-37, Determination of Value of Bank and Postal Savings Accounts; 143-45, Determination of Value of Notes, Mortgages, and Deeds of Trust; and 143-55, Determination of Value of Stocks and Bonds.) (W&IC 2140, 3075, 3460)

145-10 PERSONAL PROPERTY ACQUIRED BY INHERITANCE
OAS, ANB, APSB, ANC

145-10

The value of personal property acquired through inheritance shall be taken into account together with the value of other personal property holdings in determining eligibility in accordance with the provisions of the respective category of aid. (SEE SEC. 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.)

Exception:

When the recipient receives personal property through the death of the spouse, or is the beneficiary of insurance of a spouse (or of a child in ANC), such property or funds may be considered as being encumbered or charged with the funeral expenses of the deceased. When verification has been made that all or a portion of such property or funds has been or are to be used to defray such expenses, these funeral costs shall be deducted before determining the net value of the property. Only the net value, computed after deduction of funeral expenses, shall be considered in determining eligibility. (W&IC 1521.5, 1560, 2140, 2163.1, 3047.5, 3075, 3448, 3460; CC654; AGO NS4769)

146-00 CONVERSION OF PROPERTY
OAS, ANB, APSB, ANC

146-00

Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted by the respective category of aid. Aid shall be discontinued when the total holdings exceed the maximum permitted. (SEE SECS. 134-10, REAL PROPERTY SOLD BY RECIPIENT, AND 134-15, ACQUISITION OF REAL PROPERTY BY EXCHANGE.)

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum for the particular category of aid, e.g., the exchange of stocks and bonds for cash, or in OAS, ANB, and APSB the exchange of equipment for a car and vice versa.

(Section Continued on Next Page)

155-15 METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS
OAS

155-15

The applicant or recipient who has no net income from any source shall be granted \$65 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of \$65 a month shall be made when the only income is received is:

- Casual Income (see Secs. 150-40, Definition of Casual Income and Inconsequential Resources; 150-50, Types of Casual Income; and 150-60, Recording of Casual Income and Inconsequential Resources).

If the applicant or recipient has income other than casual income, non-deductible agricultural income, or income from nursing services, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter.

The net income is subtracted from \$65 (see Sec. 155-20, Statutory Maximum (\$65) Less Income), the minimum need of the individual, unless the need is in excess of \$65, in which case the income is subtracted from that amount which represents the total need. In those instances where there is income the record shall show that total needs were discussed with the recipient and how the total need was determined, i.e., the recipient's needs as reported by him shall be recorded together with the amounts required to meet them; also any special needs reported by him and the consideration given to them shall be recorded. If the recipient does not wish to have his special or budgetary needs considered, the record shall show that the possibility of doing so was presented to him and was rejected by him. If the determination of the grant on the basis of need in excess of \$65 would appear to be to the recipient's benefit, but he rejects this plan, that fact shall be recorded. In no case, however, may the grant exceed \$65.

There are two ways of establishing that the need is more than \$65.

1. The cost of special items of need may be added to the \$65 statutory maximum. (See Sec. 155-30, Total Need - Statutory Maximum (\$65) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements.
(See Sec. 155-25, Total Need -- Determination by Budget.)

No monetary limit has been placed upon the extent that need may be in excess of \$65. (W&IC 2020, 2020.05, 2025, 2140; U&S. Pub L 45)

155-05 PROVISIONS OF W&IC REGARDING DETERMINATION
OF AMOUNT OF GRANT IN OAS
OAS

155-05

The amount of aid to which any applicant shall be entitled shall be when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, sixty dollars (\$60) per month. When the actual need of an applicant exceeds sixty dollars (\$60) per month, such applicant shall be entitled to receive aid in an amount (not to exceed sixty dollars (\$60) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (W&IC 2020)

When amendments to the Federal statutes or rules and regulations of the FSS-Administration permit, income or resources of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 2020.05)

If, when, and during such times as the United States Government increases or decreases its contributions in assistance of the aged in this State above or below the amount being paid on January 1, 1947, or above or below the amount payable as a result of any such increase or decrease, the amount of the grant of aid provided for in this article shall be increased or decreased by an amount equal to such increase or decrease by the United States Government, but in no event shall the total aid granted under this chapter be more than sixty-five dollars (\$65) nor less than fifty-five dollars (\$55) per month. It is the intent of the Legislature that any change in contributions by the United States Government, whether increase or decrease, shall result in a corresponding change in the amount of this grant, within the limits established by this section. (W&IC 2025)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every aged person the maximum amount of aid to which he is entitled. (W&IC 2142.5)

No rule or regulation shall be adopted or continued in force if it results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. (W&IC 2140)

Within ten days after making a request, every applicant or recipient shall be given an itemized report setting forth the amount of deductions if any, the aid granted him, and the budget allowances made in determining the amount of aid granted to him. The pricing established for food, clothing, incidentals, and personal needs, household operations and transportation shall be compatible with decency and health. (W&IC 2016)

155-20 (Continued)

155-20

3. Income which represents both fixed and adjustable income.

Example D: A recipient whose need does not exceed \$65 is furnished free utilities by his daughter which are estimated at approximately \$4.35. In addition he receives OASI in the amount of \$21.85. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26. Aid is then granted in the amount of \$39 (\$65 minus \$26).

When reporting income on the Certificate of Verification of Eligibility, (Form Ag 201), or on the Notice of Change (Form Ag 232), the adjusted amount of income that was used in determining the grant should be reported. (See Secs. 237-10, Instructions for Certificate of Eligibility, and 362-05, Instructions for Recording on Notice of Change, Section I.) (W&IC 2140)

155-25 TOTAL NEED - DETERMINATION BY BUDGET
OAS

Page 1 of 155-25

The individual's budget is one way of establishing total need when it is in excess of \$65 a month. (See Sec. 155-30, Total Need - Statutory Maximum (\$65) Plus Special Needs, for another way of determining that total need is in excess of \$65.) When a budget of the individual's requirements shows that his need is in excess of \$65 a month the grant is determined by subtracting the income (other than casual income, and non-deductible income from agricultural employment and nursing services) from the total need as established by the budget, except that in no event may the grant exceed \$65. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) When the difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income (other than casual income and non-deductible income from agricultural employment or nursing service) shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar.

Example: Total need as determined by the recipient's budget is \$68.80. He has OASI income of \$15.37 per month. The difference is \$53.43. Aid is granted in this amount or in the amount of \$54, the next higher whole dollar.

Any applicant or recipient who would benefit by having his net income deducted from his total need as established by a budget of his requirements may

(Section Continued on Next Page)

155-20 THE STATUTORY MAXIMUM (\$65) LESS INCOME
OAS

155-20 |

The law establishes \$65 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from \$65. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly \$65. (W&IC 2020)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount.

Example A: A recipient whose need does not exceed \$65 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from \$65 and aid is granted in the amount of \$43.81 (\$65 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted.

1. Regular income which is estimated, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.

Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of \$62 (\$65 minus \$3).

2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount that the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.

Example C: A recipient regularly engages in the repairing of lawn mowers and his exact income from month to month can not be foretold. Income over the past three months has been as follows: June earnings, \$9.50; July earnings, \$12.75; August earnings, \$9.90; total earnings, \$32.15 or a monthly average of \$10.71. Therefore, \$10 is determined to be the recipient's average monthly income, and the grant is \$55 (\$65 minus \$10).

(Section Continued on Next Page)

155-25 (Continued)

Page 7 of 155-25

Example C: A couple, each receiving OAS, live in their own encumbered home assessed at \$1000. Taxes average \$6 a month, required monthly payments on the total encumbrance are \$20. Upkeep is \$2 a month. The couple state their monthly utility needs are, electricity \$2.60, gas \$3.50, water \$1.50. The husband receives \$20 a month veteran's pension. Necessary medical care for the wife costs \$5 a month. The budget for the husband is as follows:

	Total Need		Income	
Food		\$27.15	Net value of occupancy	None
Housing			Veteran's pension after	
Taxes	\$ 6.00		allowing $\frac{1}{2}$ for wife	\$10.00
Encumbrance	20.00			<u>\$10.00</u>
Upkeep	2.00		* * * *	
$\frac{1}{2}$ of	<u>\$28.00</u>	14.00		
Net value of occupancy*	None		Total need	\$68.00
Utilities**			Total income	10.00
Elec.	\$ 2.60		Budget deficiency	\$58.00
Gas	3.50			
Water	1.50			
$\frac{1}{2}$ of	<u>\$ 7.60</u>	3.80	Grant	\$58.00
Household operations		3.95		
Clothing		6.10		
Incidentals		10.00		
Transportation		3.00		
		<u>\$68.00</u>		

*To arrive at net value of occupancy (See Sec. 152-10, Occupancy Value of Homes Owned by Recipient) deduct from the table value the recipient's share of the encumbrance payment. In this case the recipient's share of the encumbrance payment eliminates value of occupancy.

**The prorated share of utilities is allowed for each of the couple in computing his total need and each recipient fills in the affidavit at the bottom of the Budget Work Sheet (Form Ag 241) as to the amount of his share of the utilities for the household. (See Sec. 155-26, Form Ag 241, Budget Work Sheet, and Instructions for Use.)

The need of the wife is the same as that of her husband except that she has an additional need of \$5 per month for medical care. Therefore, her total need is \$68.00 plus \$5 or \$73.00, and her grant is determined as follows:

Total Need		Income	
<u>\$73.00</u>		Net value of occupancy	None
		$\frac{1}{2}$ of Veteran's pension	
		received by husband	\$10.00
		* * * *	
		Total need	\$73.00
		Total income	10.00
		Budget deficiency	<u>\$63.00</u>
		Grant \$63.00	

(Section Continued on Next Page)

155-25 (Continued)

Page 6 of 155-25

EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE:

Example A: A single recipient living alone pays rent of \$20 a month. Rent includes water and garbage removal but does not include other utilities. Gas for cooking costs on an average of \$2.35 per month. The recipient has to buy wood for heating at an average cost of \$3.25 a month. He has no special needs. His only income is \$10 a month contribution from a son.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Contribution from son	\$10.00
Rent	20.00		
(including water)		* * * *	
Electricity	1.20		
Gas	2.35	Total Need	\$77.00
Wood for heating	3.25	Total income	10.00
Household operations	3.95	Budget deficiency	\$67.00
Clothing	6.10		
Incidentals	10.00	Grant	\$60.00
Transportation	3.00		
	<u>\$77.00</u>		

Example B: A single recipient lives in his own home, assessed value \$800. Taxes average \$8 per month, and a street assessment, required payments on which average \$1.05 per month, represents the only encumbrance. Upkeep is \$2. per month. He has no special needs. He receives OASI in the amount of \$10 per month.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Net value of	
Housing		occupancy	\$ 2.95 (\$4 less \$1.05)
Taxes	8.00	OASI	10.00
Assessment	1.05		<u>\$12.95</u>
Upkeep	2.00		
Net value of occupancy	2.95	* * * *	
Electricity	1.20		
Gas	1.85	Total Need	68.65
Water	1.40	Total income	<u>12.95</u>
Household operations	3.95	Budget	
Clothing	6.10	deficiency	\$55.70
Incidentals	10.00		
Transportation	3.00	Grant	\$55.70
	<u>\$68.65</u>	or	\$56.00

(Section Continued on Next Page)

155-25 (Continued)

Page 9 of 155-25

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Net value of occupancy	None
Housing*		Contribution from son	\$10.00
Net value of occupancy**	None	$\frac{1}{2}$ Net from rental***	4.91
			<u>\$14.91</u>
Taxes	\$ 4.50		
Encumbrance	9.00	Total need	\$68.35
Upkeep	2.00	Total income	<u>\$14.91</u>
$\frac{1}{2}$ of	<u>\$15.50</u>	Budget deficiency	<u>\$53.44</u>
Utilities			
Electricity	5.30	Grant \$53.44 or \$54.00	
Water (3/8 x \$4.00)	1.50		
$\frac{1}{2}$ of	<u>\$ 6.80</u>		
Household operations	3.95		
Clothing	6.10		
Incidentals and personal needs	10.00		
Transportation	3.00		
Medical Need	7.00		
	<u>\$68.35</u>		

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on 3/8 of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for 3/8 of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of 3/8 of the required encumbrance payment.

***From the \$40 rental deduct 5/8 of the taxes, 5/8 of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and 5/8 of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

Example F: A recipient in feeble physical condition pays \$65 per month board and room in a rest home, where all services are provided. He is unable to leave the house and has no need of transportation. He has income of \$21 per month from OASI benefits.

<u>Total Need</u>		<u>Income</u>	
Board and room	\$65.00	OASI	\$21.00
Clothing	6.10		
Incidentals	<u>10.00</u>	* * * *	
	\$81.10	Total Need	\$81.10
		Total income	21.00
		Budget deficiency	<u>\$60.10</u>
		Grant \$60.10 or \$61.00	

155-25 (Continued)

Page 8 of 155-25

Example D: A single recipient earns \$15.00 and in addition receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14 a month. There is no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months. He also requires regular medical care which costs \$5.50 a month.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Value of free rent and	
Rent and Utilities	14.00	utilities	\$14.00
Household operations	3.95	Earnings	15.00
Clothing	6.10	Total income	\$29.00
Incidentals	10.00	* * * *	
Transportation	3.00	Total need	\$84.70
Dentures	15.00	Total income	29.00
Medical care	5.50	Budget deficiency	\$55.70
	<u>\$84.70</u>		
		Grant \$55.70 or \$56.00	

At the expiration of a four-month period, aid must be reduced as the need for dentures no longer exists. If other conditions remain the same, and the need for medical care continues, his total need according to the budget method will then be \$69.70 instead of \$84.70. The grant is adjusted as follows:

Total need	\$69.70
Total income	29.00
Budget deficiency	<u>\$40.70</u>

Grant \$40.70 or \$41.00

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30 (used for lights and cooking). Each of the couple has medical need of \$7 a month. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

(Section Continued on Next Page)

155-30 (Continued)

155-30

Example A: Total need is determined to be \$68.98. The recipient has OASI income of \$14.61 per month. The difference is \$54.37. Aid is granted in this amount or \$55, the next highest whole dollar.

EXAMPLES OF DETERMINATION OF TOTAL NEED:

Example B: A single recipient earns \$17 a month. He has no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months.

<u>Need</u>		<u>Income</u>	
Basic needs	\$65.00	Earnings	\$17.00
Dentures	15.00		
	<u>\$80.00</u>		

* * * * *

Total need	\$80.00
Total income	17.00
Grant	<u>\$63.00</u>

At the end of a four-month period the need for dentures no longer exists. If other conditions remain the same the income is then subtracted from \$65, and the grant adjusted to \$48.

Example C: A couple, both recipients, live in their own home, \$800 assessed value. The husband has regular part-time employment and earns \$22 each month. The wife's need for insulin has been established by her physician. It costs approximately \$7 a month and the need is expected to continue indefinitely. The house leaks and requires extensive roof repair. A plan has been agreed upon between the contractor and the recipients whereby the roof will be repaired for \$80 and the recipients will pay the contractor a total of \$8 a month for ten months. The grant for the husband is computed as follows:

<u>Need</u>		<u>Income</u>	
Basic continuing needs	\$65	Value of occupancy	\$ 4
Roof repair		$\frac{1}{2}$ of the earnings	11
($\frac{1}{2}$ of monthly payment)	4	Total income	<u>\$15</u>
Total need	<u>\$69</u>		

* * * * *

Total need	\$69.00
Total income	15.00
Grant	<u>\$54.00</u>

(Section Continued on Next Page)

155-30 TOTAL NEED - STATUTORY MAXIMUM (\$65) PLUS SPECIAL NEEDS.
OAS

155-30

Since the law provides that the income of the recipient together with the amount of the grant shall equal at least \$65, it is the presumption that \$65 covers the basic continuing needs common to all recipients. (Should the recipient elect to have his need determined on the basis of his budget the presumption that \$65 is adequate to meet his basic continuing needs may be refuted. See Sec. 155-25, Total Need - Determination by Budget.)

The basic continuing needs common to all recipients and which are presumed to be met on \$65 a month, the minimum amount which the law guarantees to every eligible individual, are:

1. Food — The normal amount and kind of food needed by the average aged adult to maintain health and vigor.
2. Housing — Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
3. Utilities — Lights, water, and fuel needed to maintain health and comfort.
4. Clothing — Adequate, healthful clothing.
5. Household Replacements — The occasional replacement of normal household equipment and/or supplies.
6. Transportation and Communication — Carfare, gasoline for automobile, stamps, stationery, etc.
7. Incidentals — The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc.

In addition to the basic continuing needs common to all, the individual may have additional requirements, i.e., special needs arising out of impaired health, a particular handicap, etc. (See Sec. 155-50, Definition and Determination of Special Needs in OAS.)

When a recipient has special needs in addition to basic continuing needs, the amount of total need may be established by adding the cost of special items of need to \$65. (See Sec. 155-25, for another way of establishing the total need of one whose requirements are such that they cannot be met on \$65 a month.) The amount of the grant is then determined by subtracting the income from that figure which represents the total need, except that in no event may the grant exceed \$65. When this difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income of the individual shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar. (W&IC 2020, 2025, 2140)

(Section Continued on Next Page)

155-50 (Continued)

155-50

Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, represents a special need when verified by the physician or practitioner in attendance.

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions:

When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that the special diet exceeds the cost of the normal diet.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs represents a special need until allowance has been made for the cost of such repairs. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-Out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement or of augmenting the present supply represents a special need.

(Section Continued on Next Page)

155-30 (Continued)

155-30

The grant for the wife is computed as follows:

	<u>Need</u>		<u>Income</u>
Basic needs	\$65	Value of occupancy	\$ 4
Insulin	7	½ of husband's	
Roof repair		earnings	11
(½ of monthly		Total income	\$15
payment)	4		
Total need	\$76		

* * * * *

Total need	\$76.00
Total income	15.00
Grant	\$61.00

At the end of the ten-month period the need for roof repair will have been allowed in full. If the conditions remain the same the man's grant should be reduced to \$50 (\$65 minus \$15) and the woman's grant shall be reduced to \$57 (\$72 minus \$15). (See Sec. 155-60, Reporting Need in Excess of \$65 to SDSW.)

155-50 DEFINITION AND DETERMINATION OF SPECIAL NEEDS IN OAS OAS

155-50

In addition to the basic continuing needs as discussed in Sec. 155-30, Total Need--Statutory Maximum (\$65) Plus Special Needs, the individual may have other needs. Additional requirements or "special needs" may exist due to the impaired health and/or activity of the recipient, physical handicap, housing conditions, etc. Special needs shall be determined on the basis of the individual's circumstances, and in such amount as required to cover factual and realistic needs of the individual and not a family group. Required payments on a debt represent a current need when the debt is secured by the recipient's home or is secured by his furniture or some other item of personal property which is a current necessity. The liquidation of debts not so secured may represent a current need if the debt was for a bona fide excess need and was incurred while a recipient of aid. Payments on an unsecured debt incurred while not a recipient of aid shall not be considered a current need.

The special needs which are most often found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment Under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy subject to licensing under the

(Section Continued on Next Page)

156-05 PROVISIONS OF W&IC REGARDING DETERMINATION OF AMOUNT OF
GRANT IN ANB
ANB

156-05

The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, seventy-five dollars (\$75) per month. When the actual need of an applicant exceeds seventy-five dollars (\$75) per month, such applicant shall be entitled to receive aid in an amount (not to exceed seventy-five dollars (\$75) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (W&IC 3084)

Free board and lodging supplied to an applicant for ANB because of his necessity therefor, by a friend or relative who is not responsible for his support or who is financially unable to support him, shall not be a ground for refusing aid. (W&IC 3049)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind persons receiving aid under the provisions of this chapter and may increase or decrease the allowance within the limits prescribed in this chapter, or, if the board is satisfied that any person receiving such aid is not entitled thereto, it shall deny him further aid and shall forthwith notify the county auditor and the Chief of the Division for the Blind in the SDSW of such action. The person receiving aid, however, shall have the right of appeal to the SSWB from such action. (W&IC 3089)

When amendments to the Federal statutes or rules and regulations of the Federal Security Agency permit, earnings of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 3084.3)

If, when, and during such times as the United States Government increases its contributions in assistance of the needy blind in this state, the amount of the grant of aid provided in this chapter shall be increased by an amount equal to such increase by the United States Government. (W&IC 3084.4)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every blind person the maximum amount of aid to which he is entitled. (W&IC 3082.1)

155-50 (Continued)

155-50

(See Sec. 361-10), or when determining the amount of retroactive aid to be paid for either or both of the two months preceding the current month (See Sec. 361-25, Item 11), the amount required to meet special items of need occurring in those months, rather than the unpaid balance of the cost, shall be considered.

Payments made in advance for anticipated future medical care can not be considered as need in excess of basic continuing need. (W&IC 2020, 2025, 2140)

155-60 REPORTING NEED IN EXCESS OF \$65 TO SDSW

155-60

OAS

APPLICATIONS:

When the grant for an applicant is determined by subtracting the income from total need which is in excess of \$65 a month, that fact shall be reported on the Certificate of Verification of Eligibility (Form Ag 201). See Sec. 237-10, Instructions for Certificate of Eligibility, Item 12, which specifies the information to be reported when total need has been established by the individual's budget (See Sec. 155-25, Total Need - Determination by Budget) and when total need has been determined by adding the cost of special needs to \$65. (See Sec. 155-30, Total Need - Statutory Maximum (\$65) Plus Special Needs.)

CURRENT CASES AND RESTORATIONS:

When the grant is determined by the individual's budget (See Sec. 155-25, Total Need - Determination by Budget) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). (See Sec. 362-05, Instructions for Recording on Notice of Change, Section 1.) The amount of total need is entered in Column 6, and in Column 7 the notation "Form Ag 241 on file" is entered. (The verification of those items of need for which verification is required, and the verification of the income, shall be included in the case record, usually on Form Ag 241, Budget Work Sheet.)

When the grant is determined by subtracting the income from total need as established by adding the cost of special items of need to \$65 (See Sec. 155-30, Total Need - Statutory Maximum (\$65) Plus Special Needs) that fact shall be reported in the usual manner by submission of a Notice of Change (Form Ag 232). The amount of total need is entered in Column 6, and in Column 7 a statement shall be made of the particular special needs, the cost of each, and how the need and the cost were verified. (See Sec. 362-05.)

See Sec. 362-25, Change in Need or Income - No Change in Grant, for reporting requirements as the need and/or income change, and the basis on which the grant is determined changes. (W&IC 2140)

156-20 DEFINITION OF BASIC NEEDS IN ANB

156-20

ANB

The basic needs expected to be covered by the statutory maximum grant of \$80 a month are:

1. Food -- The normal amount and kind of food needed by the average person to maintain health and vigor.
2. Housing -- Adequate, suitable, sanitary housing, in the locality chosen by the applicant or recipient.
3. Utilities -- Lights, water, and fuel needed to maintain health and comfort.
4. Clothing -- Adequate, healthful clothing.
5. Household Replacements -- The occasional replacements of normal household equipment and/or supplies.
6. Transportation and Communication -- Carfare, gasoline for automobile, stamps, etc.
7. Incidentals -- The usual expenditures for haircuts, recreation, including expenses necessary to maintain normal social contacts, etc.
(W&IC 3075, 3084, 3084.1)

156-15 METHOD FOR DETERMINING THE AMOUNT OF GRANT IN ANB

156-15

ANB

The law recognizes that the total need of the individual blind recipient may actually be in excess of the maximum statutory grant of \$80 a month. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB.) When the circumstances of the individual are such that need in excess of \$80 a month exists, the cost of such need shall be considered in addition to the cost of basic needs to determine the total need. (See Sec. 156-20, Definition of Basic Needs in ANB) The grant of aid in such a case shall be the difference between the actual need and the income of the recipient, if any, but in no case shall the grant of aid exceed \$80 a month. Income and the value of the use of resources shall be taken into consideration as income except casual income and inconsequential resources. (See Secs. 150-40, Definition of Casual Income and Inconsequential Resources, 150-50, Types of Casual Income, and 151-00, Definition of Income; also other pertinent sections of Income Chapter.)

Example:

Total Need		Income	
Basic Continuing Need	\$80.00	OASI Benefits	\$40.00
Eye Glasses (per month)	5.00	ANB Grant	49.00
Special Diet prescribed by physician	4.00		\$89.00
Total Need	\$89.00		

The statutory maximum grant of \$80 a month is considered to provide for the basic need of blind persons. Basic need includes food, housing, utilities, usual items of clothing, household replacements, transportation and communication, and incidentals of a minor nature. (See Sec. 156-20, Definition of Basic Needs in ANB, for a more detailed description of these basic needs.)

Other common needs of blind persons are considered as need in excess of basic need and these are determined with reference to the health, comfort, and well-being of the blind persons. Such needs usually fall within one of the following categories; medical care, sanatorium or rest home care, prescriptions, or other medication, special diets, repairs of homes, replacement of household equipment, supplies and clothing, housekeeping service, nursing service excess heat, occasional unusual needs and special needs incident to blindness. (See Sec. 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB, for a more detailed description.) (W&IC 3075, 3084)

Then the circumstances of the individual are such that there are no needs in excess of the basic needs, the grant of aid is computed by deducting income and the value of the use of resources (except casual income and inconsequential resources) from the maximum statutory grant of \$80 a month. (See Sec. 151-20, Definition of Resource.) (W&IC 3075, 3084, 3084.1)

156-25 (Continued)

156-25

spiritual means, or by other treatment recognized as a branch of the healing arts, represents a special need when verified by the physician or practitioner in attendance.

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions: When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that special diet exceeds the cost of the normal diet.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs represent an excess need until allowance has been made for the cost of such repairs. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement or of augmenting the present supply represents an excess need.

Replacement of necessary household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., represents need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

(Section Continued on Next Page)

156-25 DEFINITION AND DETERMINATION OF NEEDS IN EXCESS OF BASIC
CONTINUING NEEDS IN ANB

156-25

ANB

The ANB law recognizes that the minimum need of an individual ANB recipient is \$80 a month. (See Sec. 156-20, Definition of Basic Needs in ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of \$80 a month to cover the basic continuing need of such recipient.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social, or economic adjustments required to promote the well-being of the individual blind person. These special needs may be in excess of the basic continuing needs. (See Sec. 156-20.) No monetary limit has been placed upon the extent of the need in excess of the basic continuing needs.

NEEDS IN EXCESS OF BASIC CONTINUING NEEDS

Needs in excess of the basic continuing needs shall be determined on the basis of the individual recipient's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual recipient and not a family group.

In those instances where there is income including the value of currently used resources, there shall be recording in the case record concerning discussion with the recipient as to any special needs he may have and the amount required to meet such special needs; also the determination with regard to the establishment of need in excess of basic continuing needs.

Required payments on a debt represent a current need where the debt is secured by the recipient's home or is secured by his furniture or some other item of personal property which is a current necessity. The liquidation of debts not so secured may represent a current need if the debt was for a bona fide excess need and was incurred while a recipient of aid. Payments on an unsecured debt incurred while not a recipient of aid shall not be considered a current need.

The items listed below are not intended to be all inclusive and there are undoubtedly special needs of recipients which are not listed and which may well constitute an actual need. Conversely, the fact that an item has been listed as a possible need in excess of basic continuing needs does not imply that every expenditure for such item is automatically such a need.

The needs which are most usually found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy, subject to licensing under the Business and Professions Code, by one giving treatment by prayer or

(Section Continued on Next Page)

156-40 METHOD OF REPORTING NEED IN EXCESS OF BASIC CONTINUING

156-40

NEEDS IN ANB

ANB

In every instance in which the cost of the actual need of a recipient exceeds the maximum statutory grant (\$80 a month) and income of the recipient is applied toward the additional need, the Certificate of Verification of Eligibility (Form BI 201) for new applications, or the Notice of Change (Form BI 232) for current cases shall show:

1. The source and amount of each item of income.
2. The particular need or needs in excess of the statutory maximum and how the need was established.
3. A statement of the verification which established the cost of the excess need. (W&IC 3075)

156-50 GRANT OF AID IN WHOLE DOLLAR AMOUNTS IN ANB

156-50

ANB

It is recognized that there are advantages to making grants of aid in whole dollars whenever possible. While certain types of income must be deducted in their exact amount, other types may be adjusted to make possible the grant of aid in a whole dollar amount. For certain other types of income which may be disregarded, see Secs. 150-50, Types of Casual Income and 150-40, Definition of Casual Income and Inconsequential Resources.

A. INCOME WHICH MUST BE DEDUCTED IN ITS EXACT AMOUNT

Fixed income must be deducted in its exact amount.

Example A: A recipient is receiving GASI in the amount of \$21.19 each month. There is no other income and no established need in excess of \$80 a month. Aid shall be granted in the exact amount of \$58.81. (See Sec. 361-00, Increase in Amount of Aid.)

B. INCOME WHICH MAY BE ADJUSTED TO KEEP THE GRANT IN WHOLE DOLLARS

It is possible to keep grants of aid in whole dollar amounts when the income received is not in a regular or known fixed amount, by reducing such income to the nearest whole dollar; likewise, in case of excess need, when the difference between total need and total income is in odd cents, the grant may be computed in whole dollar amounts by increasing the grant to the next highest whole dollar.

(Section Continued on Next Page)

156-30 PROCEDURE FOR ESTABLISHING NEED IN EXCESS OF BASIC CONTINUING
NEEDS IN ANB
ANB

156-30

The need for household repairs and household replacements can best be evaluated by the county in terms of the recipient's surroundings, household equipment, etc. The county's determination of the need for other items, for which no specific method of determination is indicated, is adequate. In every case the record must show the verification secured and/or the facts or circumstances upon which the county determined the need for the particular item established as an excess need. The probable period over which the need will continue shall also be recorded.

Income received shall not be designated to provide for specific items of need. The total income must be applied toward the total need, and need in excess of basic continuing needs may be allowed only during the period that such need actually exists. Since income received in the current month and the two preceding months is considered current income, an excess need that occurred in the two preceding months is considered current need, without regard to the amount which may have been paid toward its cost from the recipient's grant or his resources. Thus, when determining the amount of adjustment, if any, to be made with the current adjustment period (See Sec. 361-10), or when determining the amount of retroactive aid to be paid for either or both of the two months preceding the current month (See Sec. 361-25, Item 11), the amount required to meet special items of need occurring in those months, rather than the unpaid balance of the cost, shall be considered.

Payments made in advance for anticipated future medical care can not be considered as need in excess of basic continuing needs. (W&IC 3075, 3084, 3084.1)

157-05 (Continued)

157-05

5. The value of the use and occupancy of premises owned and occupied by the applicant;
6. The net income from real and personal property owned by the applicant. Income in addition to the above specified shall be computed on the basis of net income. (W&IC 3472)

Free board and lodging supplied to an applicant for APSB because of his necessity therefor, by a friend or relative who is not responsible for his support or who is financially unable to support him, shall not be a ground for refusing aid. (W&IC 3449)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind persons receiving aid under the provisions of this chapter and may increase or decrease the allowance within the limits prescribed in this chapter, or, if the board is satisfied that any person receiving such aid is not entitled thereto, it shall deny him further aid and shall forthwith notify the county auditor and the Chief of the Division for the Blind in the SDSW of such action. The person receiving aid however, shall have the right of appeal to the SSWB from such action. (SEE SECS. 151-30, DEFINITION OF EXEMPT INCOME IN APSB, AND 157-15, METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB.) (W&IC 3089, 3460)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every blind person the maximum amount of aid to which he is entitled.

157-15 METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB
APSB

157-15

After the exempt income exceeds \$800 in a given year, an adjustment shall be made in the amount of aid and the total net income including aid shall not exceed \$75 per month (SEE SEC. 361-15, ADJUSTMENT IN AMOUNT OF GRANT IN APSB) for the balance of the year. Exception: If the recipient is making an allocation to a spouse, no adjustment shall be made until the support of the spouse has been met, but in no event shall the amount allocated to the support of the spouse exceed \$800 in any given year. Such allocation shall not be made until the recipient has had his full maximum of \$800 exempt income. (SEE SEC. 153-80, DIVISION OF INCOME WITH SPOUSE.)

An APSB recipient may have net income up to \$800 from exempt sources without affecting the maximum monthly grant of aid, unless a smaller grant must be given because of general relief which is granted for any part of the period covered by the first APSB warrant. (SEE SEC. 610-90, DUPLICATION OF GR (ALSO KNOWN AS IN) AND CATEGORICAL AID PAYMENTS)

An applicant (including original applications, restorations, transfers from ANB, and reapplications) for APSB who has a regular monthly net income in excess of \$141.67 a month from the various sources of allowable income (see Sec. 157-05, Provisions of W&IC Regarding Determination of Amount of Grant in APSB) is deemed to have income sufficient to provide a reasonable and decent standard of living and is ineligible to aid, even though he has a spouse without other means of support. (W&IC 3460, 3472)

156-50 (Continued)

156-50

The following are types of income which may be adjusted to whole dollars:

1. Regular income which is estimated as in the case of the value of a contribution in kind, such as free rent, free board and room, etc. (See Sec. 152-90, Value of Contributions in Kind.)

Example B: A daughter, in whose home an ANB recipient lives, contributes his share of the utility bill. This is estimated to average about \$3.55 a month. This estimate may be reduced to \$3.00.

2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.

Example C: A recipient of ANB not eligible for APSB (see Sec. 233-50, Verification of Plan for Self-Support, and Sec. 121-10, Blind While Not a Resident of California), tunes pianos and his exact income from month to month cannot be foretold. Income over the past three months has been as follows: June earnings \$9.50, July, earnings \$3.00, August earnings \$12.75, total earnings \$25.25 or an actual monthly average of \$8.42. Therefore, \$8.00 is determined to be the recipient's average monthly income.

3. Grants of aid may usually be kept in whole dollar amounts when a case involves both fixed and adjustable income.

Example D: An ANB recipient for whom there is no established need in excess of \$80 is furnished free utilities by a daughter the value of which is estimated at approximately \$4.35 a month. In addition he receives OASI in the amount of \$21.85 each month. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26.00.

When reporting income on the Certificate of Verification of Eligibility (Form BI 201) and the Notice of Change (Form BI 232), the amount of income used in arriving at the amount of the grant should be reported. (WAC 3075, 3084, 3084.1)

157-05 PROVISIONS OF W. & I. CODE REGARDING DETERMINATION OF AMOUNT
OF GRANT IN APSB

157-05

APSB

The amount of aid to which any applicant for APSB shall be entitled shall be, when added to the net income of the applicant from all other sources, \$75 per month. Net income from any of the following sources of a combined total value not exceeding \$800 per annum shall not be considered for any purpose:

1. Income from applicant's labor or services;
2. The value of foodstuffs produced by the applicant or his family for his use or that of his family;
3. The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
4. The value of gifts;

(Section Continued on Next Page)

163-00 ELIGIBILITY OF INMATES OF NONPROFIT, FRATERNAL AND
BENEVOLENT INSTITUTIONS
OAS, ANB, APSB

163-00

Aid shall be granted to any person, otherwise eligible, who is an inmate of a home or institution maintained by any fraternal, benevolent or nonprofit organization provided all the following conditions are met:

1. There is no contract obligating the home or institution to care for the inmate for life. (See Sec. 163-60, LIFE-CARE CONTRACTS IN NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS.) (W&IC 3044.5, 3460)
2. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. Whether or not the institution has made a bona fide request for payment of the support given shall be ascertained. When full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his care not furnished by the institution. (W&IC 3075, 3460; AGO NS5220)

Per capita cost is not a factor in determining eligibility except as provided in Sec. 143-30, Inmate's Interest Resulting from Assignment of Property to Nonprofit Institution. (W&IC 2140, 2160.5, 3044.5, 3075, 3460)

162-00 ELIGIBILITY OF PUBLIC INSTITUTION INMATES
ANC

162-00

A child confined in a public institution for correctional or custodial care is not eligible for ANC. A child confined in a county hospital for temporary medical or surgical care may be eligible for ANC. (See Sec. 164-10, Eligibility During Hospitalization)

Aid shall be discontinued effective as of the last day of the month in which the child for whom aid is received entered the public institution.

When aid is discontinued because of the confinement of such child in any public institution, the county may provide that aid be restored when the child ceases to be an inmate of the institution. Upon release of the child, aid may be granted for the balance of the month during which time the child was not an inmate provided the child is otherwise eligible.

A child committed to the California Youth Authority, and paroled by the Authority to the care of relatives or a boarding home, is eligible for ANC provided the child meets all other eligibility requirements. Application for such child may be made while he is still in the Youth Authority facility. (W&IC 1529, 1560)

162-05 ELIGIBILITY OF PUBLIC INSTITUTION INMATES AND PAROLEES
OAS, ANB, APSB

162-05

An inmate of a public institution may apply for aid, and if otherwise eligible, aid shall be granted. The applicant may remain in the institution until he receives his first warrant at which time he shall cease to be an inmate. Upon release aid shall be granted to such inmate from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. (W&IC 2160e, 3044, 3444)

The warrant delivered upon the applicant's release from the institution shall be in the full monthly amount, provided the application was signed on or prior to the first day of the month in which aid was granted. (See Secs. 610-60, Payment to Inmate of Public Institution, and 610-70, Certification of Payment after Release of Inmate From Institution.) (W&IC 2140, 2160e, 2183, 3044, 3075, 3084, 3444, 3460)

A person may apply for and receive aid while on parole from a state hospital. (See Sec. 124-35, Residence While on Parole) (AGO NS858, NS3293)

Aid shall be granted to a person on parole from a prison if he is otherwise eligible. (AGO NS5624)

An inmate of a federal hospital or home may apply for ANB or APSB and receive such aid while an inmate. (W&IC 3044, 3044.5, 3075, 3444, 3460; AGO NS572)

A person confined in a public institution of a custodial or correctional character is not eligible to receive aid and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. When aid is restored following discontinuance because of confinement in a public hospital or in a public institution of a custodial or correctional character, aid may be restored for the balance of the month during which he was not confined in such institution, provided he is otherwise eligible. (See Sec. 215-00, Restoration of Aid.) (W&IC 2140, 2160e, 3044, 3075, 3444, 3460)

201-20 RIGHT TO MAKE APPLICATION
OAS, ANB, APSB, ANC

201-20

Any person who believes that he meets the requirements of a specific category of aid has the right to apply for such aid and his application shall be received by the county. In ANC, this applies to the person who makes application for aid for the child. (SEE SEC. 201-00, DEFINITION OF APPLICATION.)

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the type of aid for which he will apply. (SEE SEC. 102-60, CHANGE FROM ONE FORM OF AID TO ANOTHER.) (W&IC 1560, 2140, 3075, 3460)

201-25 WHEN APPLICATION TO BE TAKEN
OAS, ANB, APSB, ANC

201-25

An application shall be taken on all requests for aid at the time of the first interview, (i.e. at the time that the applicant first makes known his need) unless definite ineligibility under the law is apparent, and the applicant is convinced of that fact and therefore does not desire to continue with the application. (FOR EXCEPTION SEE SEC. 215-00, RESTORATION OF AID.)

When aid has been denied, or when it has been discontinued for a period of more than 12 months, a new application shall be completed with the following exceptions:

1. When an application has been denied erroneously; i.e., when the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or when the application was denied before all reasonable sources of information as to eligibility had been exhausted.

NOTE: When aid is granted on the same application that was denied erroneously, the board of supervisors shall formally rescind its previous denial. Formal notice of this action shall be sent to the SDSW. The Notice of Change form may be used for this purpose. The date of the original application will then govern the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID - NEW APPLICATIONS);

2. When aid is granted on appeal to the SSWB;
3. In OAS, ANB and APSB, when the board of supervisors rescinds its former denial action as the result of a hearing by the board of supervisors. (SEE SEC. 325-00, PROVISIONS OF W & I CODE REGARDING FAIR HEARING);

(Section Continued on Next Page)

201-12 APPLICATION MADE BY AUTHORIZED REPRESENTATIVE
OAS

201-12

An authorized representative who is making application for an OAS applicant shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person or of the estate. (See Sec. 201-10, Person Making Application.) (W&IC 2140, 2180; Prob. C 1405; AGO NS999)

The date on which the Application by Authorized Representative of Applicant (Form Ag 200B) is signed by the authorized representative shall be considered the date on which the application is filed. (W&IC 2140, 2183)

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200B shall be given to the applicant. (W&IC 2140, 2180)

The original Form Ag 200B shall be attached to the original Form Ag 200. (See Sec. 250-05, Reporting Action on Application to SDSW) (W&IC 2140)

201-15 PERSON MAKING APPLICATION
ANC

201-15

A parent, guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

When a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child. When a ward of the juvenile court committed to the Youth Authority has been placed or is about to be placed on parole in a boarding home, the application may be completed by the parole officer of the Youth Authority and filed with the county of residence.

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

**202-70 APPLICATION MADE WHILE IN A PRIVATE INSTITUTION
OAS****202-70**

When an applicant resides in a home or institution maintained by any fraternal, benevolent, or other non-profit organization in a county in which he does not have residence, (see Secs. 125-15, OAS, Residence of Inmates of Private Institutions and 125-20, Determining County from Which Inmate Entered Institution), the county in which the institution is located shall, on behalf of the county of residence, take the application and forward it to the county of residence. (See Sec. 230-80, Investigation of applications Made in Private Institutions.) See Secs. 163-00, Eligibility of Inmates of Non-Profit, Fraternal and Benevolent Institutions, for special points of eligibility to be cleared in these investigations. (W&IC 2140, 2160.5)

**202-75 APPLICATION MADE WHILE IN CALIFORNIA YOUTH AUTHORITY FACILITY
ANC****202-75**

Application may be made on behalf of a child who is to be paroled from the California Youth Authority prior to his parole. (W&IC 1560)

**210-00 REAPPLICATIONS
OAS, ANB, APSB, ANC****210-00**

A reapplication is a request for assistance received by the county from or on behalf of a person (a) whose former application has been denied or has been voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months. (For exceptions see Sec. 201-25, When Application to be Taken.)

A new application form (Form Ag, Bl, CA 200) is required for each reapplication except as provided in Sec. 201-25, When Application to be Taken. (See Sec. 215-00, Restoration of Aid.) (W&IC 1560, 2140, 3075, 3460)

**210-05 RIGHT TO MAKE REAPPLICATION
OAS, ANB, APSB, ANC****210-05**

An applicant whose application for OAS, ANB, or APSB has been denied by the county may not again apply for such aid until the expiration of one year from date of the previous application except with the consent of the county, or on order of the SDSW, or until the condition because of which his application was denied, has been eliminated. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility. (W&IC 2140, 2182, 3088.5, 3474.5)

There are no restrictions on the right of a person to reapply for ANC for a child. (See Sec. 351-57, Transfer Procedure from ANB to APSB, or Vice Versa.) (W&IC 1560, 3075, 3460)

202-55 APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL
OAS, ANB, APSB

202-55

When persons who are about to be given a leave of absence from state hospitals wish to apply for OAS, ANB, or APSB, the application procedure shall be as outlined below. It shall apply to the applicant for whom a guardian has been appointed and to the applicant who has no guardian. (See Sec. 230-60, Guardianship)

1. Prior to release of the person on a leave of absence, the SDMH shall refer the request for aid to the county in which the inmate had residence at the time of commitment. The referral shall be by letter giving a resume of the social data in the institution's records. In addition the letter shall contain the following:
 - a. A statement that the applicant is ready for a leave of absence and whether a guardian has been, or is to be, appointed. (When it is determined that guardianship is necessary the guardian should be appointed before the application is signed.)
 - b. Information as to the home placement which will be available when eligibility for aid is established.
2. The county of residence shall send the application (Form Ag, Bl 200) to the SDMH. The SDMH is responsible for securing a signed, properly acknowledged application (see Sec. 201-10, Person Making Application). When a guardian has been appointed he shall sign the Form Ag, Bl 200 and a copy of the letters of guardianship shall be sent to the county (see Sec. 230-60, Guardianship). The application interview is taken by a social worker of the SDMH who transmits the Form Ag, Bl 200 and a record of the interview to the county of residence.

When the applicant has already been given a leave of absence and is living in the county in which he had residence at the time of commitment (see Secs. 122-05, County Residence, and 124-35, Residence While on Parole), application shall be made by him or in OAS, by him or his agent (see Sec. 201-12, Application Made by Authorized Representative) to the local county welfare department (see Sec. 201-05, Place of Making Application). If the applicant has a guardian the application shall be signed by the guardian as indicated in Sec. 230-60, Guardianship. The application shall be processed as any other application and the SDMH does not participate in completion of the application or the investigation.

When an applicant has already been given a leave and is living in a county other than that in which he had legal residence immediately prior to commitment to the institution, the county in which he lives shall accept the application (Form Ag, Bl 200) on behalf of the responsible county. The county in which application is made shall interview the applicant in his home (or elsewhere as provided in Sec. 230-75, Home Visits During Investigation) and give all necessary assistance in the establishment of eligibility. (See Sec. 230-85, Investigation of Applications Made While in or on Leave from State Hospitals.) (W&IC 2140, 2160e, 3044, 3075, 3444, 3460)

230-88 (Continued)

230-88

The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Forms Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

Action of the board of supervisors shall be secured and the applicant and SDSW notified as provided in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant. (W&IC 2140, 3075, 3460; AGO NS5624)

**230-89 INVESTIGATION OF APPLICATIONS MADE ON BEHALF OF CHILDREN
PAROLED BY THE CALIFORNIA YOUTH AUTHORITY
ANC**

230-89

When application is made on behalf of a parolee from the California Youth Authority, the application shall be processed by the county in which the parolee has residence. The California Youth Authority will assist in obtaining information necessary for establishing eligibility. (W&IC 1560)

**230-90 INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE
DUE TO EMPLOYMENT
OAS**

230-90

When reapplication is made following discontinuance of more than 12 months because of employment (See Sec. 215-05, Application or Restoration after Discontinuance Due to Employment), the county shall have a period of thirty days after the date of reapplication within which to determine eligibility for aid. If all of the facts pertinent to eligibility determination have not been secured by the date of the first meeting of the board of supervisors subsequent to the end of the 30-day period from the date the application was signed in the same county which discontinued the aid, the grant shall be conditionally restored by action of the board of supervisors from the first of the month in which the 30-day period ended. The application is conditionally granted on the basis of the former recipient's presumptive eligibility (See Sec. 627-30, Federal Participation). On the Certificate of Eligibility (Form Ag 201) in the space immediately preceding the certification statement in Item 12, the appropriate one of the following statements shall be inserted:

"Eligibility established" (i.e. all of the facts have been determined and the investigation is completed by action of the board of supervisors).

or

"Conditional grant presumptive eligibility" (i.e. all items of eligibility not yet established).

Whenever aid is conditionally granted the investigation shall continue with diligence. A further action of the board of supervisors based on the results of the continued investigation shall be taken and report thereof shall be submitted to the SDSW on a Notice of Change as provided in Sec. 361-22, Investigation of Conditional Restoration. (See Sec. 611-50, Beginning Date of Aid - New Applications.)

(Section Continued on Next Page)

230-85 (Continued)

230-85

(See Sec. 610-75, Payments to Patients on Leave from State Hospitals.)

When the applicant on leave is living in a county other than the county of residence, the county of physical presence shall give the county of residence necessary assistance in securing the information essential to the establishment of eligibility. (See Sec. 202-55, Application of Patient on Leave from State Hospital.) This includes forwarding the completed application and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county. The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Forms Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

When the applicant on leave is living in the county in which he has the required period of residence, the application shall be processed by that county in the same manner as an application from any other resident of the county. (W&IC 2140, 3075, 3460)

230-88 INVESTIGATION OF APPLICATIONS MADE WHILE ON PAROLE FROM PRISON 230-88
OAS, ANB, APSB

When a parolee from a state or federal prison lives in the county in which he had legal residence immediately prior to commitment to the institution and applies for aid in that county, the application shall be taken and the usual investigation of eligibility completed. For a statement regarding residence of parolees from prison see Sec. 124-35, Residence While on Parole. (See Sec. 162-05, Eligibility of Public Institution Inmates and Parolees.)

When a parolee from a state or federal prison lives in a county other than that in which he had legal residence immediately prior to commitment to the institution, the county in which he lives shall accept the application (Forms Ag, Bl, 200) on behalf of the responsible county. The county in which application is made shall interview the applicant in his home (or elsewhere as provided in Sec. 230-75, Home Visits During Investigation) and give all necessary assistance in the establishment of eligibility. This includes forwarding the completed application and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county.

(Section Continued on Next Page)

351-10 (Continued)

351-10

In ANB, and APSB, the degree of blindness of the recipient and his ability to be partially or totally self-supporting shall be reviewed.

In ANC, the following factors also shall be reviewed:

1. Classification
2. Whereabouts of parents
3. Payee-relationship
4. School attendance
5. Assistance plan

These factors are discussed in more detail in the following sections.(W&IC 1560, 2140, 2184, 3075, 3083.5, 3089, 3460, 3473)

351-11 COMPLETION OF AFFIRMATION OF ELIGIBILITY

351-11

OAS, ANB, APSB, ANC

The Affirmation of Eligibility (Form Ag, Bl, CA 206) contains the minimum information which shall be secured annually from the recipient in OAS, ANB, and APSB or from the person responsible for child in ANC. The requirement that the recipient sign the Form Ag, Bl, CA 206 before a notary or other person authorized to attest his signature is optional with the county. Otherwise the instructions regarding completion of signatures in Sec. 202-20, The Application Form, apply. The completion of this form is the logical starting point of the reinvestigation process. The county may substitute its own forms provided the substitute form contains all the information called for on Forms Ag, Bl, CA 206, respectively.

Each space on the form should be filled in with the appropriate information or the words "none" or "not known". The type of real or personal property which has been disposed of or acquired should be noted in the space provided, such as house and lot, automobile, stocks, etc.

The county shall give all assistance necessary in the completion of this form. The completed form shall be kept in the county case record.

In ANC, Part 1 of Form CA 206 is completed in the same way as the application form. (See Sec. 202-20, The Application Form.) Parts 2 and 3 do not require completion but are used to ascertain that the child qualifies under one of the subheadings. Part 4 is completed with a description of the real or personal property which has been acquired or disposed of. (W&IC 1560, 2140, 2184, 3075, 3089, 3460)

351-12 HOME VISIT DURING REINVESTIGATION

OAS, ANB, APSB, ANC

351-12

In OAS, ANB, and APSB, the reinvestigation shall include an interview with the recipient in his home or elsewhere within a three month period prior to the completion of the reinvestigation. In most instances a home visit is preferred.

(Section Continued on Next Page)

351-05 (Continued)

351-05

If in the same example the reinvestigation was completed in April, the next annual reinvestigation will be due to be completed not later than the following April.

A reinvestigation date once set may be changed provided the adjusted date results in the new due date being set not later than twelve months from the last original or reinvestigation. When two or more persons in the family group are receiving assistance it may be desirable to make the reinvestigation for each such recipient at the same time. Under these circumstances the reinvestigation for each recipient living in the same household is made in the month in which the earliest reinvestigation falls due. The next reinvestigation for each would be due not later than twelve months from such reinvestigation. Similarly it may be of advantage to adjust the reinvestigation date for persons living in a particular vicinity so that reinvestigations will fall due in the same month. (See Sec. 565-00, Instructions for Preparation of Monthly Report on Reinvestigations.) (W&IC 1560, 2140, 2184, 3075, 3083.5, 3089, 3460, 3473)

351-10 REQUIREMENTS OF REINVESTIGATION

351-10

OAS, ANB, APSB, ANC

Each recipient in OAS, ANB, and APSB, or in ANC, parent, guardian, or person caring for child or responsible for his placement shall be requested to sign an Affirmation of Eligibility (Form Ag, B1, CA 206) once each year at the time of annual reinvestigation. (See Sec. 230-60, Guardianship)

The reinvestigation shall include all points of eligibility which may have changed during the preceding year. Certain items of eligibility once established ordinarily require no further investigation as the eligibility status of the recipient in so far as those items are concerned is not changed by the passage of time; e.g., age and citizenship in OAS. If conflicting information has come to light which suggests possible ineligibility on any one of such points, all investigation necessary to determine eligibility shall be made.

In ANC, the child's residence may be changed or affected by the action of the parent or guardian or by the child's own physical presence. (See Chapter 120-00, Residence, especially Sec. 121-20, State Residence, and Sec. 122-1C, ANC Determination of County Residence.)

In OAS, ANB, APSB, and ANC, the following points shall be covered:

1. Real Property
2. Personal Property (cash or securities in ANC)
3. Income
4. Relatives
5. Living arrangements (living plan in ANC)
6. Amount of aid

(Section Continued on Next Page)

351-15 (Continued)

351-15

Transfers of real property which are revealed during the reinvestigation shall be evaluated in accordance with the provisions set forth in Sec. 135-00, Transfer of Real Property to Qualify for Aid.

The dates of verification and findings regarding real property shall be recorded in the case record. (W&IC 1560, 2140, 2184, 3075, 3089, 3460)

351-20 REINVESTIGATION OF PERSONAL PROPERTY

351-20

OAS, ANB, APSB, ANC

The amount of reinvestigation regarding personal property depends upon the circumstances in the case. In general, the following policies govern:

When changes in the value of personal property holdings as previously determined are reported, a complete investigation of all personal property holdings shall be made in accordance with the provisions of the respective category of aid. (For Personal Property considered in ANC, See Sec. 142-10, Limitations on Personal Property.) When there is a marked deviation in personal property holdings from those possessed when the preceding investigation was made, the reason for such deviation shall be ascertained and reported in the case record. When personal property was formerly substantial in amount and the amount has been appreciably reduced, funds may have been disposed of for the purpose of qualifying for aid or converted into other forms of personal property. When the facts indicate such possibility, verification shall be made of the disposition of holdings. When there has been an appreciable increase in personal property; e.g., a bank account, the source of the increase shall be ascertained.

In OAS, ANB, and APSB, if a trust has been in existence for funeral, interment, or other similar expenses, investigation shall be made to determine if the trust continues or has been revoked (See Sec. 144-08, Determination of Value of Trust Funds).

The value of personal property which may increase in value shall be re-determined in accordance with the requirements of the specific category of aid. In ANB and APSB, the amount of encumbrances of record against personal property shall be determined.

When personal property is of fluctuating value and approaches the maximum permitted for the specific category of aid, its value shall be redetermined at least every three months.

Transfers of personal property which are revealed during the reinvestigation shall be evaluated in accordance with the provisions set forth in Sec. 146-10, Transfer or Assignment of Personal Property.

(Section Continued on Next Page)

351-12 (Continued)

351-12

erable. In no case shall the reinvestigation of eligibility be considered complete unless there has been at least one interview with the recipient.

In ANC the reinvestigation shall include any one of the following procedures:

1. A home call shall be made during the reinvestigation or within three months prior to completion of reinvestigation; or when this is not possible,
2. A home call shall be made within the year preceding the completion of the investigation, and an interview shall be held elsewhere within the three-month period prior to completion of reinvestigation. In the course of this interview, the living arrangements for the children shall be ascertained and points of eligibility reviewed.
(WAC 1560, 2140, 3075, 3460)

351-15 REINVESTIGATION OF REAL PROPERTY

351-15

OAS, ANB, APSB, ANC

When a statement is made on the Affirmation of Eligibility (Forms Ag, Bl, CA 206) that the recipient, or in ANC the child or his parents, has not acquired real property since the last investigation and a report of an earlier two-year property search is on file, no additional real property investigation need be made unless information which conflicts with the statement is found. When there is no report of a previous property search, a search shall be made for the two-year period preceding the current reinvestigation. (See Secs. 135-40, Real Property Search, 146-00, Conversion of Property, and 233-00, Verification of Real and Personal Property.)

When changes in property holdings are reported on the Forms Ag, Bl, CA 206 or otherwise come to the attention of the county, a complete reinvestigation of property holdings shall be made. See Chapter 130-00, Real Property, for eligibility policies on real property. (See Secs. 352-10, 352-15, and 352-20, Recording of Reinvestigation.)

The amount of encumbrances of record against real property shall be determined. (See Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property.)

(Section Continued on Next Page)

361-10 (Continued)

361-10

with the mother it was agreed that the \$30 received in April was not excess income as the full \$30 was used to meet the cost of roof repairs. Therefore, there was no overpayment for April. However, there was an overpayment of \$30 in May. Aid for June was reduced to \$100 (\$160 less \$30 overpayment for May and \$30 income in June).

Aid for July was increased to \$130 (\$160 less \$30 income received in July).

Example 2: In December the county discovers that an OAS recipient secured steady work earning \$15 in November and thereafter. Total monthly need in November and December was \$70. The recipient was eligible in November and December to \$55 (\$70 less \$15) but received \$65 resulting in a \$10 overpayment in each of these months. In January the need is \$70 and income continues at \$15. Aid is reduced effective January 1 to \$35 (\$70 less \$20 overpayment in November and December and \$15 income in January).

- B. A decrease in the grant (or a cash adjustment by means of a refund from the current income including the grant to which the recipient (child or family unit in ANC) is currently eligible) shall not be made because of income received prior to the second month preceding the current month. When the overpayment is discovered too late to adjust the grant within this time limit, and the delay in discovering the income was caused by actual or constructive fraud, request for repayment from resources other than the income including the current grant is in order under Sec. 670-85, Overpayment Caused by Income. If mistake of fact occurred, request for repayment is not in order. When the exact amount of income for a given month is known in advance, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.

Example 3: On January 10 the county determines that a family receiving ANC will receive \$20 as a first payment on Industrial Compensation Insurance on or about February 10. The income, plus the current grant will exceed total budgetary needs of the family budget unit. Therefore, the grant will be decreased by the amount in which the grant plus income exceeds the total budgetary needs.

Example 4: The county determines on October 15, that an OAS recipient will receive on November 10 his first \$20 monthly payment from an annuity. The income plus the current grant will exceed his total need. The grant, therefore, will be decreased effective November 1.

(Section Continued on Next Page)

**361-00 INCREASE IN AMOUNT OF AID
OAS, ANB, APSB, ANC****361-00**

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant together with income to fall below the amount to which the recipient (or child in ANC) is entitled under the provisions of the law for the particular category of aid.

In OAS and ANB when monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant. (W&IC 1560, 2140, 3075, 3460)

**361-10 DECREASE IN GRANT
OAS, ANB, APSB, ANC****361-10**

Under certain circumstances adjustment for overpayment is made by an appropriate decrease in the grant if the recipient (child or family unit in ANC) remains otherwise eligible. Such decrease shall be made as soon as administratively possible after the necessity for such adjustment becomes known, but in no event may the decrease be effective later than the second month following that in which the overpayment occurred. (For exception in ANC see note following 1D.)

See Sec. 361-12 for adjustment due to absence of child from home, and Sec. 361-50 for adjustment by discontinuance of aid.

I Overpayment Due to Income (and/or Change in Total Need)

- A. When income and/or a change in total needs of the recipient (child or family unit in ANC) causes the amount of the grant together with the income to exceed the amount to which he is eligible under the code or regulations for the particular category of aid, the adjustment shall take into consideration the income and total needs, plus all overpayments which occurred, during the two preceding months.

Example 1: On May 12 the county discovers that family receiving an ANC grant of \$160 which meets total needs, received \$30 in April and \$30 in May from an adult son living outside the home, who indicated he would continue to make this contribution. In a discussion

(Section Continued on Next Page)

361-10 (Continued)

361-10

II Overpayment Due to Excess Personal or Real Property

When real or personal property has exceeded the legal limitation during the current adjustment period but has later been reduced within the maximum, thus making the recipient (child or family unit in ANC) eligible to continued aid, the grant is decreased within the current adjustment period as follows:

- A. Overpayment Due to Actual Fraud: The grant is adjusted by deducting the amount of aid paid during the one and/or two months preceding the month of adjustment from the amount to which the recipient (child or family unit in ANC) would otherwise be eligible in the month of adjustment.

Example 7: The county discovers on December 16 that an OAS recipient's personal property totaled \$612 since July 1. Actual fraud existed because the recipient admitted he did not report the change in his circumstances as he did not wish the grant of \$20 stopped. By January 1 the property is reduced within the amount allowable. Total need in January, the month of adjustment, is \$70 and the recipient has \$15 income from a son in that month. He would be entitled to receive \$55 were it not for the overpayment due to excess personal property. Adjustment is in order for the full amount of aid paid in November and December (\$40) and the grant effective January 1 is reduced to \$15 (\$55-\$40). (The unadjusted remainder of overpayment for the period July 1 through October 31, is subject to collection under provisions of Sec. 670-80.)

- B. Overpayment Due to Constructive Fraud or Mistake of Fact: The grant is adjusted by deducting the largest amount by which the property exceeded the legal limitation during the two months preceding the month of adjustment or the amount of aid received, whichever is the lesser, from the amount to which the recipient (child or family unit in ANC) would otherwise be entitled in the month of adjustment. Where there was excess property both during and before the current adjustment period and such excess was greater than the amount adjusted through the decrease, the unadjusted remainder is subject to collection under provisions of Sec. 670-80.

Example 8: During November county discovers that recipient was ineligible to ANB on October 1, as total value of his cash and securities was \$627 and he had no plan for rehabilitation. This value remained the same on November 1, but during November was reduced within the amount allowable. Recipient's regular monthly income was \$15, total monthly need in October and November \$100, and he received the maximum grant of \$80. Although recipient was ineligible in both October and November, the overpayment was due to constructive fraud and adjustment is in order only for the excess of \$27. On the basis of income alone recipient is entitled December 1 to \$80 ANB. Since the excess property is not applicable toward unmet need, it is deducted from the grant to which he would otherwise be eligible. The grant for December is, therefore, \$53 (\$80 less \$27 excess property).

(Section Continued on Next Page)

361-10 (Continued)

361-10

- C. When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.

Example 5: It is known that an ANB recipient's initial payment from an annuity will be received in October, but it is not until receipt of the annuity check that the amount thereof is known. Any necessary decrease in the grant of aid shall be made effective November 1, if possible, but not later than December 1, and the income to be received in the month of adjustment and overpayment during the two preceding months shall be taken into consideration in determining the amount of the decrease.

- D. When the income is irregular and cannot be foretold, but is determined not to be casual income in OAS and ANB or small intermittent income in ANC, adjustment by means of refund may be made within the current adjustment period, in lieu of decreasing the grant, to the extent of the aid paid to which the recipient (child or family unit in ANC) was not entitled by reason of receipt of the income.

Example 6: A single OAS recipient having no income and no need in excess of \$65 a month secures employment in October. The county ascertains on October 15 that he was paid \$35 which represented net income.

Adjustment may be made in either of two ways, i.e.:

- (1) Decrease in aid effective November 1 or not later than December 1;
- OR
- (2) Repayment by the recipient of \$35 in November or December, such cash adjustment to be reported to the SDSW in the usual manner.

NOTE

In ANC when the county finds that the decrease or cash adjustment would cause hardship no adjustment within the current adjustment period is required and aid may continue in the amount necessary to meet current needs. However, in instances where actual or constructive fraud exists there is right of collection from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information upon which the determination of hardship is based.

(Section Continued on Next Page)

**361-12 ADJUSTMENT DUE TO ABSENCE OF CHILD FROM HOME
ANC****361-12**

Adjustment due to absence of child from the home is governed by the following policies:

When a child, otherwise eligible, is in the family unit on the first day of the month (or leaves the home as of that date) such child is eligible to receive aid for the full month. This includes children receiving foster care when the payment is made to the boarding home or institution for the full month.

When aid has been discontinued and the child, otherwise eligible, is not in the home as of the first of the month, aid may be restored from the date on which the child returned to the home.

When a child leaves the home for a temporary period aid may continue to the payee for such child for the two following calendar months. In boarding home cases, decision as to payment during such temporary absence will depend upon the facts in the individual situation.

Example A: A sixteen year old unemancipated minor to whom ANC is granted leaves his mother's home on June 23 to take a job for two months that pays \$50 a month and room and board. The boy returns to the mother's home September 1. It is the plan to use his earnings for special needs. ANC grant may continue for July and August while the boy is out of the home.

Example B: ANC is granted for three children in the home of the mother. At the close of school June 25, one child goes to the home of a relative. Aid continues to the mother for this child for July and August. The child returns to the home on August 26 and aid may continue to the mother.

(W&IC 1511, 1560; AGO NS4473)

**361-15 ADJUSTMENT IN AMOUNT OF GRANT IN APSB
APSB****361-15**

Adjustment in the grant of aid shall be made when the annual income of the recipient from exempt sources (see Sec. 151-30, Definition of Exempt Income, APSB) exceeds \$800 within a one-year period.

When the income for a given year or for any number of months thereof can be determined before the close of said yearly period, any necessary adjustment of the grant shall be made for the month in which the income exceeds the \$800 annual allowable exempt income, but shall not be made later than the second month following that in which the income exceeds the maximum allowed. When the excess income is larger than the grant of aid for the month, discontinuance of aid for the month adjusts for the excess income. (See Sec. 157-15, Method for Determining the Amount of Grant in APSB.)

(Section Continued on Next Page)

361-10 (Continued)

361-10

Example 9: The county discovers on February 16 that an OAS recipient's personal property had been excessive since September. Personal property had gradually been reduced from a maximum of \$535 in September to \$617 in January and \$614 in February. By March 1 the personal property is reduced within the amount allowable. Although the recipient was ineligible from September through February, it is determined that the overpayment was due to constructive fraud. Thus adjustment is in order only for the excess. Total need in March, the month of adjustment, is \$75 and the only income is a \$15 contribution from a son. Were it not for the overpayment which occurred in January and February the recipient would be entitled to receive a grant in March of \$60. The maximum by which personal property was excessive in January and February, the two months preceding the month of adjustment, was \$17 and accordingly the March grant is reduced to \$43 (\$60 less \$17 excess). Since in September the recipient's personal property exceeded the amount allowable by \$35, \$18 of this excess remains unadjusted (\$35 maximum excess less the \$17 adjusted by decrease in March grant). This unadjusted excess shall be subject to collection under the provisions of Sec. 670-80.

- C. When the discovery of the excess property occurs too late to make the adjustment effective not later than the second month following that in which ineligibility existed, the right exists to request repayment under Sec. 670-80, Overpayment Caused by Possession of Excess Property.

III Overpayment Due to Reason Other Than Income or Excess Property

When overpayment has occurred for reason other than income or excess property, and the circumstances have so changed that the recipient (child or family unit in ANC) is eligible to receive aid in the month of adjustment, the grant to which there would otherwise be eligibility in that month is decreased to the extent of the overpayment occurring within the two months preceding the month of adjustment.

Example 10: An ANB recipient's application was signed on October 6. However aid in the amount of \$80 was granted from October 1. Since aid may not antedate the signing of the application the recipient was overpaid for five days in October or \$12.90. Were it not for the overpayment which occurred in October the recipient would be entitled to receive \$80 in November. The grant for that month is decreased to \$67.10 and is increased to \$80 effective December 1.

When the ineligibility was discovered too late to make the adjustment effective not later than the second month following that in which ineligibility existed, there is no right to request repayment if the delay in discovering the ineligibility was due to mistake of fact. If the delay was due to fraud, either actual or constructive, request for repayment to the extent of the aid paid during the months of ineligibility would be in order under Sec. 670-90, Overpayments Caused by Other Factors. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472; AGO NS4473)

361-50 (Continued)

361-50

Example 4: An OAS recipient who has no need in excess of \$65 earns \$30 in October and \$40 in November, nothing thereafter. Income is discovered by county on November 27. Aid is discontinued effective November 30 and restored effective January 1. Had no adjustment been necessary, \$65 OAS would have been paid for December (the month of adjustment). Since constructive fraud was determined to exist the \$70 overpayment is adjusted to the extent of \$65 by the one month's discontinuance, and repayment of \$5 shall be requested. If the recipient has no resources other than the income including the grant to which he is currently eligible, repayment may not be required until and unless the recipient at some future time is possessed of resources from which repayment can be made.

Example 5: On November 15 the county learns that an OAS recipient earned \$55 in October and \$30 in November. He received \$65 aid in each of those months. Aid is discontinued effective November 30 and restored effective January 1. The recipient's total need both in October and November was \$65. In December his need was \$75 and in that month he began receiving a contribution of \$5 from his son, leaving an unmet need of \$70 in December. The \$85 overpayment is adjusted to the extent of \$70 and repayment of \$15 shall be requested if the recipient committed actual or constructive fraud. If he has no resources other than his income including the grant to which he is currently eligible, repayment may not be required until and unless the recipient at some future time is possessed of resources from which repayment can be made.

- B. When ineligibility is discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible. If the delay in discovering income was caused by actual or constructive fraud, a repayment shall be requested by the county to the extent of the aid paid in the month during which the income was received, from resources other than the income, including the grant to which the recipient (child or family unit in ANC) is currently eligible. If mistake of fact occurred, no right of collection exists.

NOTE: In ANC when the county finds that the discontinuance would cause hardship, the county is not required to make such adjustment within the current adjustment period and may continue aid in the amount necessary to meet current needs. However, where there is actual or constructive fraud right of collection exists in such instances from resources other than the income including the grant to which the family is currently eligible.

The county record shall contain information on which the determination of hardship is based.

II. Overpayment Due to Excess Property or Factors Other Than Income

If at the time excess property or other disqualifying factors are discovered the recipient (child or family unit in ANC) is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment (i.e., the month for which aid is discontinued) is not more than two months subsequent to the month of eligibility.

(Section Continued on Next Page)

361-50 DISCONTINUANCE OF AID

361-50

OAS, ANB, APSB, ANC

When the recipient (child or family unit in ANC) does not meet the eligibility requirements, aid shall be discontinued. The discontinuance shall be effective as soon as administratively possible after the necessity for discontinuance becomes known (for exceptions in ANC see note following I-B). However, if the ineligibility is not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient (child or family unit in ANC) is otherwise eligible.

If a recipient (child or family unit in ANC) is eligible on the first day of the month, but eligibility status changes at some time during that month for any reason, no overpayment occurs if aid is discontinued at the end of that particular month.

Example 1: A recipient having no income and whose need was not more than \$65 received \$65 OAS on October 1. On October 17 he began receiving a regular monthly income of \$75. Aid is discontinued effective October 31. There is no repayment due.

Example 2: A recipient received \$80 ANB on December 1. On December 5 he received \$400 cash through inheritance which caused his personal property holdings to exceed \$600. Aid is discontinued December 31. No repayment is due.

I. Overpayment Due to Income (and/or Change in Need)

- A. When a delay in discovery of income (and/or change in need) makes it impossible to discontinue aid effective the last day of the month in which the income was received, but discontinuance of aid for an otherwise eligible recipient (child or family unit in ANC) is effective the last day of the following month, the discontinuance adjusts for overpayment during the two months preceding the month of adjustment, i.e., the month for which aid is discontinued, to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment is subject to repayment under the provisions of Sec. 670-85, Overpayments Caused by Income, if the overpayment was due to actual or constructive fraud. If due to mistake of fact no right to request repayment exists.

Example 3: Family eligible as of November 1 for an ANC grant of \$90. On November 15 the family received \$60 income and the same amount on December 15. Aid was discontinued effective December 31 and restored effective February. Had no adjustment been necessary, \$90 ANC would have been paid for January (the month of adjustment). Since constructive fraud was determined to exist, the \$120 overpayment is adjusted to the extent of \$90 by the one month discontinuance and repayment of \$30 is requested. If the family has no resources other than the income including the grant to which there is current eligibility, repayment shall not be required until and unless the family at some future time is possessed of resources from which repayment can be made.

(Section Continued on Next Page)

601-43 COLUMN 3, TOTAL ASSISTANCE
OAS, ANB, APSB, ANC

601-43

The total estimated assistance should be the Estimated Number of Persons (Column 1) times Estimated Average Payment (Column 2).

	Estimated Number of Persons (Col. 1)	Estimated Average Payment (Col. 2)	Total Assistance (Col. 3)
<u>OAS</u>			
a. Eligible	18	\$59.41	\$1,069.38
b. Ineligible	2	65.00	130.00
c. Total	20		\$1,199.38
<u>ANB, APSB</u>			
a. Eligible	7	\$72.60	\$ 508.20
b. Ineligible	6	71.25	427.50
c. Total	13		\$ 935.70
<u>ANC</u>			
a. Eligible	41	\$37.34	\$1,530.94
b. Ineligible	10	29.02	290.20
c. Total	51		\$1,821.14

(W&IC 1560, 2140, 3075, 3460)

601-44 COLUMN 4, ASSISTANCE IN EXCESS OF FEDERAL MAXIMUM ON ELIGIBLE CASES 601-44
OAS, ANB, ANC

The maximum basis for federal participation is \$50 for each OAS and ANB eligible case and \$27 for one and \$18 for each additional eligible child in the family for ANC. The amount of assistance granted which is more than the federal maximum is considered as "Excess." (See Sec. 601-99, Estimate Forms)

Example:

	Amount of Excess
OAS	\$ 184.00 (Col. 4, Form AB 801)
ANB	159.17 (Col. 4, Form AB 801)
ANC	1,531.07 Basis for state participation (Eligible, total Col. 5a, Form CA 801)
Less	805.40 Basis for federal participation (total Col. 6, Form CA 801)
	\$ 725.67 Excess

For estimate purposes, show excess in whole dollars.

A percentage may be taken from your claims for the last quarter to determine what percentage of the total aid paid is in excess of the federal basis.

Example:

OAS	Total Aid Paid	Amount of Excess
July	\$ 498.50	\$ 34.00
August	502.75	37.50
September	526.17	42.00
Total	\$1,527.42	divided into \$ 113.50 equals 7.43%

If the estimated total expenditures for aid for the first months is \$560.00, the Estimated Amount of Excess would be 7.43% of \$560.00 = \$41.60 or \$42.00. (W&IC 1560, 2140, 3075, 3460)

601-42 COLUMN 2, ESTIMATED AVERAGE PAYMENT
OAS, ANB, APSB, ANC

601-42

A review is made of the claims for the last quarter available to determine the average monthly grant for the eligible individuals and the average monthly grant for the ineligible individuals. The last digit of the average payment should be a whole number. Consideration is then made of the law in effect during the period covered by the claims and the law in effect for the period covered by the current estimate. For example, when the estimates for the quarter ending December 31, 1948, were prepared, the comparison would have been made with the claims for the quarter ending June 30, 1948.

Example:

OAS

<u>Last Monthly Claim Filed</u>	<u>Number Eligible Persons</u>	<u>Number Ineligible Persons</u>	<u>Amount Paid To Eligible Persons</u>	<u>Amount Paid To Ineligible Persons</u>
April	4133	3	\$241,160.55	\$ 180.00
May	4188	1	244,369.80	60.00
June	4191	3	244,544.85	180.00
Total	12512	7	\$730,075.20	\$ 420.00

Average Payment for Eligible Persons \$58.35

Average Payment for Ineligible Persons \$60.00

Since the maximum grant for OAS increased from \$60.00 to \$65.00 effective October 1, 1948, the average payment would be increased \$5.00 on the estimate for the quarter ending December 31, 1948, making the average eligible payment \$63.35 and the average ineligible payment \$65.00.

The average payment must not exceed the State Basis for Participation.

	<u>Maximum State Basis</u>
OAS	\$65.00
ANB	80.00
APSB	75.00
ANC-Eligible First Child	88.50
" Eligible Additional Children	48.00
ANC-Ineligible*First Child	72.00
" Ineligible* Additional Children	36.00
*Ineligible for federal participation	

(W&IC 1560, 2140, 3075, 3460)

601-47 COLUMNS 9, 10 AND 11. FEDERAL SHARE
OAS, ANB, ANC

601-47

Col. 9, Federal Share of Assistance

In OAS and ANB the maximum basis for federal participation is \$50. (There is no federal participation in the APSB program.) The maximum federal share is \$30 which is $\frac{3}{4}$ of \$20, plus $\frac{1}{2}$ the difference between \$50 and \$20.

$$\begin{aligned}\frac{3}{4} \times \$20 &= \$15.00 \\ \frac{1}{2} \times (\$50 - \$20) &= \$30/2 = \$15.00 \\ \text{Federal share} &= \$15 + \$15 = \$30.00\end{aligned}$$

The short formula for computing the maximum federal share is: $\frac{1}{2}$ the basis for federal participation plus \$5 for each eligible person. For one eligible person this formula is: $(\frac{1}{2} \times \$50) + \$5 = \$25 + \$5 = \$30.00$.

On Form Ag 809 this formula becomes:

$$\begin{aligned}\frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$885.38 = \$442.69 \\ \text{Col. 1a} \times \$5 &= \$18 \times \$5 = \$90.00 \\ \text{Col. 9} &= \$442.69 + \$90.00 = \$532.69\end{aligned}$$

On Form B1 809 this formula becomes:

$$\begin{aligned}\frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$349.20 = \$174.60 \\ \text{Col. 1a} \times \$5 &= \$7 \times \$5 = \$35.00 \\ \text{Col. 9} &= \$174.60 + \$35.00 = \$209.60\end{aligned}$$

In ANC the maximum basis for federal participation is \$27 for one eligible child and \$18 for each additional child in the family budget unit. The maximum federal share is \$16.50 for one child and \$12 for each additional child in the family budget unit.

The method of arriving at the maximum federal share is as follows:

<u>One eligible child</u>	<u>Additional eligible children</u>
$\frac{3}{4} \times \$12 = \9.00	$\frac{3}{4} \times \$12 = \9.00
$\frac{1}{2} \times (\$27 - \$12) = \$15/2 = \7.50	$\frac{1}{2} \times (\$18 - \$12) = \$6/2 = \3.00
Federal share = \$9 + \$7.50 = \$16.50	Federal share = \$9 + \$3 = \$12.00

The short formula for computing the maximum federal share for two children is:

$$\begin{aligned}\frac{1}{2} \times (\$27 + \$18) &= \frac{1}{2} \times \$45 = \$22.50 \\ 22 \times \$3 &= \$6.00 \\ \$22.50 + \$6 &= \$28.50\end{aligned}$$

On Form CA 809 this formula becomes:

$$\begin{aligned}\frac{1}{2} \times \text{Col. 5} &= \frac{1}{2} \times \$804.94 = \$402.47 \\ \text{Col. 1a} \times \$3 &= 41 \times \$3 = \$123.00 \\ \text{Col. 9} &= \$402.47 + \$123.00 = \$525.47\end{aligned}$$

(Section Continued on Next Page)

601-45 COLUMN 5, BASIS FOR FEDERAL PARTICIPATION
OAS, ANB, ANC

601-45

OAS, ANB

The maximum amount the Federal Government participates in payments made to OAS and ANB recipients is \$50.00. The amount of aid granted over \$50.00 is considered excess. To arrive at the "Basis for Federal Participation," the amount of assistance granted in excess of \$50.00 reported for Eligible Cases (Col. 4) is deducted from the Total Assistance for Eligible Persons (Col. 3a).

Example:

	<u>OAS</u>	<u>ANB</u>
Total Assistance-Eligible (Col. 3a)	\$1,069.38	\$508.20
Excess (Col. 4)	<u>184.00</u>	<u>159.00</u>
Basis for Federal Participation (Col. 5)	\$ 885.38*	\$349.20*

*Basis for federal participation for OAS and ANB can not exceed the number of eligible persons (Col. 1a) times \$50.00.

ANC

The maximum amount the Federal Government participates in payments made for ANC is \$27.00 for one child and \$18.00 for each additional eligible child in the family budget unit. To arrive at the "Basis for Federal Participation," the amount of assistance granted in excess of \$27.00 for one child and \$18.00 for each additional child (Col. 4) is deducted from the amount of Total Assistance for Eligible Children (Col. 3a).

Example:

Total Assistance Eligible (Col. 3a)	\$1,530.94
Less: Excess (Col. 4)	<u>726.00</u>
Basis for Federal Participation (Col. 5)	\$ 804.94*

*Basis for federal participation for ANC can not exceed the number of eligible first children times \$27.00 plus the number of eligible additional children times \$18.00.

(W&IC 1560, 2140, 3075, 3460)

601-46 COLUMNS 6, 7 AND 8. ADMINISTRATIVE EXPENSE
OAS, ANB, APSB, ANC

601-46

The Administrative Expense Worksheets (Forms DFA 64, DFA 64A) are to be used as a guide in estimating the amount of administrative expense. Enter the estimated amount of administrative expense eligible for federal participation under Col. 6 and the estimated amount of administrative expense ineligible for federal participation under Col. 7. The Total Administrative Expense (Col. 8) is the total of Cols. 6 and 7. (W&IC 1560, 2140, 3075, 3460)

601-48 COLUMN 12, STATE SHARE
OAS, ANB, APSB, ANC
OAS

601-48

Method of arriving at State Share for OAS:

Total Estimated Assistance (Col. 3c)	\$1,199.38	
Less: Federal Share of Assistance (Col. 9)	532.69	
6/7 of balance	666.69	
is state share	\$ 571.45	(Show in Col. 12)

ANB, APSB

Method of arriving at State Share for ANB and APSB:

Total Estimated Eligible Assistance (Col. 3a)	\$ 508.20	
Less: Federal Share of Assistance (Col. 9)	209.60	
3/4 of balance	298.60	
is State Share of ANB cases	\$223.95	
Plus 5/6 of APSB cases (Col. 3b)	\$427.50	
Total State Share	\$580.20	(Show in Col. 12)

ANC

ANC

Method of arriving at State Share for ANC:

Total Estimated Assistance (Col. 3c)	\$1,821.14	
Less: Federal Share of Assistance (Col. 9)	525.47	
2/3 of this balance	\$1,295.67	
is State Share	1,863.78	(Show in Col. 12)

In order that the total amount claimed for the quarter is mathematically correct, adjustments of one cent, should be made, if necessary, on the monthly federal and state shares. (See Form AG 809 in Sec. 601-99, Estimate Forms)

Example:

		Total	Federal	State	County
1st Month	a.	\$1,069.38			
	b.	130.00			
	c.	\$1,199.38	\$ 532.69	\$ 571.45	\$ 95.24
2nd Month	a.	\$1,069.38			
	b.	130.00			
	c.	\$1,199.38	532.69	571.45	95.24
3rd Month	a.	\$1,069.38			
	b.	130.00			
	c.	\$1,199.38	532.69	571.44	95.25
Total	a.	\$3,208.14			
	b.	390.00			
	c.	\$3,598.14	\$1,598.07	\$1,714.34	\$285.73

(Section Continued on Next Page)

601-47 (Continued)

601-47

Column 10, Federal Share of Administrative Expense
OAS, ANB, ANC

The Federal Government shares one-half (1/2) of the estimated eligible administrative expense.

Enter in Col. 10, "Federal Share of Administrative Expense" one-half (1/2) of the amount reported in Col. 6, "Administrative Expense Eligible to Federal."

Column 11, Total Federal Share
OAS, ANB, ANC

The Total Federal Share is Total Federal Share of Assistance, Column 9, plus the Total Federal Share of Administrative Expense, Col. 10. (W&IC 1560, 2140, 3075, 3460)

601-50 COMPLETENESS OF CLAIM FOR ESTIMATED QUARTERLY EXPENDITURES
OAS, ANB, APSB, ANC

601-50

Since there is but a limited time for the state to audit the county Claim for Estimated Quarterly Expenditures, it is imperative that the estimate claims be complete and accurate.

If the signature of the chairman of the board of supervisors cannot be obtained in time for your estimates (Form Ag, Bl, CA 809) to reach the SDSW by the due date, the duplicate copy of each estimate shall be submitted immediately without the chairman's signature and as soon as the signature is obtained, the original copy shall be submitted to SDSW. Every effort shall be made to obtain all signatures immediately, as the request for federal funds to Washington cannot be submitted by the SDSW until all county reports are complete.

Since the signature of the director or official in charge is signed under oath, a proxy signature is not acceptable. (W&IC 1560, 2140, 3075, 3460)

601-60 STATEMENT OF CASH ADVANCES
OAS, ANB, APSB, ANC

601-60

A Statement of Cash Advances (Form DFA 44) is sent to the counties after the Claim for Estimated Quarterly Expenditures is audited and approved. The statement shows the federal and state share approved for the current quarter, adjustments for the second prior quarter estimates and the amount to be advanced to the county for each month in the current quarter. The county financial records should be reconciled to the Statement of Cash Advances so that the state and county records are in agreement. Questions should be cleared with the SDSW immediately. (W&IC 1560, 2140, 3075, 3460)

601-48 (Continued)

601-48

Even though the monthly totals were the same, the state shares were changed so that the quarterly totals would be in agreement.

Total Eligible Cases 54 x \$5.00 = \$ 270.00
 Plus 1/2 of (Total Federal Basis for Participation) \$2,656.14 = 1,328.07
 Total Federal Share \$1,598.07

Total Assistance \$3,598.14
 Less: Total Federal 1,598.07
 \$2,000.07

6/7 of \$2,000.07 or \$1,714.35 is the state share
 1/7 of \$2,000.07 or \$ 285.73 is the county share
 (W&IC 1560, 2140, 3075, 3460)

601-49 CERTIFICATION OF COUNTY FUNDS
 OAS, ANB, APSB, ANC

601-49

The Federal Government requires that the county auditor certify that the county share of assistance and administrative expense has been appropriated or made available from county funds.

A. County Share of Assistance

	<u>OAS</u>	<u>ANB, APSB</u>	<u>ANC</u>
Total Assistance (Total Col. 3c)	\$3,598.14	\$2,807.10	\$5,463.42
Less: Federal Share (Total Col. 9)	1,598.07	628.80	1,576.41
State Share (Total Col. 12)	1,714.34	1,740.60	2,591.34
County Share	\$ 285.73	\$ 437.70	\$1,295.67

B. County Share of Administration

	<u>OAS</u>	<u>ANB, APSB</u>	<u>ANC</u>
Total Administration (Total Col. 8)	\$135.00	\$105.00	\$450.00
Less Federal Share (Total Col. 10)	60.00	37.50	187.50
County Share	\$ 75.00	\$ 67.50	\$262.50

(W&IC 1560, 2140, 3075, 3460)

601-99 (Continued)

601-99

State of California AID TO THE BLIND--CLAIM FOR ESTIMATED QUARTERLY EXPENDITURES Forward TWO copies to State Department of Social Welfare Sacramento 14, California

FORM BL 809 From XXXXXX County For the Quarter Beginning October 1, 1948, and Ending December 31, 1948

	Estimated Number of Persons	Estimated Average Payment	Total Assistance (Col. 1 x Col. 2)	Assistance in Excess of \$50 on Eligible Cases	For State Use Only
	Col. 1	Col. 2	Col. 3	Col. 4	
FIRST MONTH	A. Eligible 7 B. Ineligible 6 C. Total 13 (Item A plus Item B)	A. \$ 72.60 B. \$ 71.25	A. \$ 508.20 B. \$ 427.50 C. \$ 935.70	\$ 159.00	ADVANCE APPROVED--STATE DEPARTMENT OF SOCIAL WELFARE SUPERVISOR, BUREAU OF AUDITS By _____ Date _____
SECOND MONTH	A. Eligible 7 B. Ineligible 6 C. Total 13 (Item A plus Item B)	A. \$ 72.60 B. \$ 71.25	A. \$ 508.20 B. \$ 427.50 C. \$ 935.70	\$ 159.00	
THIRD MONTH	A. Eligible 7 B. Ineligible 6 C. Total 13 (Item A plus Item B)	A. \$ 72.60 B. \$ 71.25	A. \$ 508.20 B. \$ 427.50 C. \$ 935.70	\$ 159.00	
TOTAL	A. Eligible 21 B. Ineligible 18 C. Total 39 (Item A plus Item B)		A. \$ 1,524.60 B. \$ 1,282.50 C. \$ 2,807.10	\$ 477.00	

	Basis for Federal Participation (Col. 3A Less Total Col. 4)	Administrative Expense Eligible to Federal	Administrative Expense Ineligible to Federal	Total Administrative Expense (Total Cols. 6 and 7)
	Col. 5	Col. 6	Col. 7	Col. 8
FIRST MONTH	\$ 349.20	\$ 25.00	\$ 10.00	\$ 35.00
SECOND MONTH	\$ 349.20	\$ 25.00	\$ 10.00	\$ 35.00
THIRD MONTH	\$ 349.20	\$ 25.00	\$ 10.00	\$ 35.00
TOTAL	\$1,047.60	\$ 75.00	\$ 30.00	\$ 105.00

	Federal Share of Assistance Total Eligible Persons (Col. 1A) Times \$5.00 plus 1/2 of Col. 5)	Federal Share of Administrative Expense (1/2 of Col. 6)	Social Welfare Fund Total Federal Share (Col. 9 plus Col. 10)	State General Fund (State Share) (Col. 3A less Col. 9 3/4 of This Balance is State Share plus 5/6 of Item B, Col. 3)
	Col. 9	Col. 10	Col. 11	Col. 12
FIRST MONTH	\$ 209.60	\$ 12.50	\$ 222.10	\$ 580.20
FOR STATE USE ONLY				
SECOND MONTH	\$ 209.60	\$ 12.50	\$ 222.10	\$ 580.20
FOR STATE USE ONLY				
THIRD MONTH	\$ 209.60	\$ 12.50	\$ 222.10	\$ 580.20
FOR STATE USE ONLY				
TOTAL	\$ 628.80	\$ 37.50	\$ 666.30	\$1,740.60
FOR STATE USE ONLY				

I HEREBY CERTIFY, That the county share has been appropriated or made available from county funds.

Assistance \$ 437.70 Administration \$ 67.50
 Total (Col. 3C) less Federal & State Shares (Cols. 9 & 12) Total (Col. 8) less Federal Share (Col. 10)
 STATE OF CALIFORNIA ss. M. R. Paine
 County of XX Signature of County Auditor

Alice Doe, being duly sworn, deposes and says: That she is the county official responsible for the administration of Aid to the Blind in and for the said county; that the above is a true and correct statement of the estimated expenditures under Chapters 1 and 3 of Part 1 of Division 5 of the Welfare and Institutions Code, and amendments thereto, and Title X of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditures of these funds. Affiant requests that the Federal and State grants shown above be advanced to the said county, subject to adjustment by the State Dept. of Social Welfare.

Subscribed and sworn to before me this first day of July, 1948

Title Deputy County Clerk
 Form BL 809 (Revised)--August, 1948 CASH

Signature of Director or Official in Charge
 TITLE Welfare Director
 APPROVED: P. R. Richards
 Chairman, Board of Supervisors

601-99 ESTIMATE FORMS

601-99

State of California		OLD AGE SECURITY--CLAIM FOR ESTIMATED QUARTERLY EXPENDITURES			FORM AG 809 Forward TWO copies to State Department of Social Welfare Sacramento 14, California			
		From XXXXXX County			For the Quarter Beginning October 1, 1948 and Ending December 31, 1948			
	Estimated Number of Persons	Estimated Average Payment	Total Assistance (Col. 1 x Col. 2)	Assistance in Excess of \$50 on Eligible Cases	For State Use Only			
	Col. 1	Col. 2	Col. 3	Col. 4	ADVANCE APPROVED--STATE DEPARTMENT OF SOCIAL WELFARE	SUPERVISOR, BUREAU OF AUDITS Date		
FIRST MONTH	A. Eligible 18 B. Ineligible 2 C. Total 20 (Item A plus Item B)	A. \$ 59.41 B. \$ 65.00	A. \$ 1,069.38 B. \$ 130.00 C. \$ 1,199.38	\$ 184.00				
SECOND MONTH	A. Eligible 18 B. Ineligible 2 C. Total 20 (Item A plus Item B)	A. \$ 59.41 B. \$ 65.00	A. \$ 1,069.38 B. \$ 130.00 C. \$ 1,199.38	\$ 184.00				
THIRD MONTH	A. Eligible 18 B. Ineligible 2 C. Total 20 (Item A plus Item B)	A. \$ 59.41 B. \$ 65.00	A. \$ 1,069.38 B. \$ 130.00 C. \$ 1,199.38	\$ 184.00				
TOTAL	A. Eligible 54 B. Ineligible 6 C. Total 60 (Item A plus Item B)		A. \$ 3,208.14 B. \$ 390.00 C. \$ 3,598.14	\$ 552.00				
	Basis for Federal Participation (Col. 3A Less Total Col. 4)	Administrative Expense Eligible to Federal	Administrative Expense Ineligible to Federal	Total Administrative Expense (Total Cols. 6 and 7)				
FIRST MONTH	Col. 5 \$ 885.38	Col. 6 \$ 40.00	Col. 7 \$ 5.00	Col. 8 \$ 45.00				
SECOND MONTH	\$ 885.38	\$ 40.00	\$ 5.00	\$ 45.00				
THIRD MONTH	\$ 885.38	\$ 40.00	\$ 5.00	\$ 45.00				
TOTAL	\$2,656.14	\$ 120.00	\$ 15.00	\$ 135.00				
	Federal Share of Assistance (Total Eligible Persons (Col. 1A) Times \$50.00 Plus 1/2 of Col. 5)	Federal Share of Administrative Expense (1/2 of Col. 6)	Social Welfare Fund Total Federal Share (Col. 9 Plus Col. 10)	State General Fund (State Share) (Col. 3C Less Col. 9, 6/7 of This Balance is State Share)				
FIRST MONTH	Col. 9 \$ 532.69	Col. 10 \$ 20.00	Col. 11 \$ 552.69	Col. 12 \$ 571.45				
FOR STATE USE ONLY								
SECOND MONTH	\$ 532.69	\$ 20.00	\$ 552.69	\$ 571.45				
FOR STATE USE ONLY								
THIRD MONTH	\$ 532.69	\$ 20.00	\$ 552.69	\$ 571.44				
FOR STATE USE ONLY								
TOTAL	\$1,598.07	\$ 60.00	\$1,658.07	\$1,714.34				
FOR STATE USE ONLY								
<p>I HEREBY CERTIFY, That the county share has been appropriated or made available from county funds.</p> <p>Assistance \$ 285.73 Administration \$ 75.00</p> <p>Total (Col. 3C) less Federal and State Shares (Col. 9 & 12) Total (Col. 8) less Federal Share (Col. 10)</p> <p>STATE OF CALIFORNIA } ss. <u>M. R. Paine</u></p> <p>County of XX } Signature of County Auditor</p> <p>Alice Doe being duly sworn, deposes and says: That she is the county official responsible for the administration of Old Age Security in and for the said county; that the above is a true and correct statement of the estimated expenditures under the Old Age Security Law, Chapter 1 of Division 3 of the Welfare and Institutions Code, and amendments thereto, and Title I of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds. Affiant requests that the Federal and State grants shown above be advanced to the said county, subject to adjustment by the State Dept. of Social Welfare.</p> <p>Subscribed and sworn to before me this <u>first</u> day of <u>July</u> 1948</p> <p><u>Mae Brown</u> Title <u>Deputy County Clerk</u></p> <p>Form Ag 809 (Revised)--August 1948</p> <p><u>Alice Doe</u> Title <u>Signature of Director or Official in Charge Welfare Director</u></p> <p>Approved: <u>R. B. Richards</u> Chairman, Board of Supervisors</p> <p>CASH</p>								

601-99 (Continued)

601-99

State of California

AID TO NEEDY CHILDREN

FORM CA 809

CLAIM FOR ESTIMATED QUARTERLY EXPENDITURES

FORWARD TWO COPIES TO

FROM XXXXXXXX

COUNTY

STATE DEPARTMENT OF SOCIAL WELFARE

SACRAMENTO 14, CALIFORNIA

FOR THE QUARTER BEGINNING October 1, 19 48 AND ENDING December 31, 19 48

	Estimated Number of Children	Estimated Average Payment	Total Assistance (Col. 1 x Col. 2)	Assistance in Excess of \$27 for One & \$18 for Each Additional Child	FOR STATE USE ONLY		
	Col. 1	Col. 2	Col. 3	Col. 4	ADVANCE APPROVED--State Department of Social Welfare	SUPERVISOR, BUREAU OF AUDITS	DATE
FIRST MONTH	A. Eligible 41 B. Ineligible 10 C. Total 51 (Item A plus Item B)	A. \$ 37.34 B. \$ 29.02	A. \$ 1,530.94 B. \$ 290.20 C. \$ 1,821.14	\$ 726.00			
SECOND MONTH	A. Eligible 41 B. Ineligible 10 C. Total 51 (Item A plus Item B)	A. \$ 37.34 B. \$ 29.02	A. \$ 1,530.94 B. \$ 290.20 C. \$ 1,821.14	\$ 726.00			
THIRD MONTH	A. Eligible 41 B. Ineligible 10 C. Total 51 (Item A plus Item B)	A. \$ 37.34 B. \$ 29.02	A. \$ 1,530.94 B. \$ 290.20 C. \$ 1,821.14	\$ 726.00			
TOTAL	A. Eligible 123 B. Ineligible 30 C. Total 153 (Item A plus Item B)		A. \$ 4,592.92 B. \$ 870.60 C. \$ 5,463.42	\$ 2,178.00			

	Basis for Federal Participation (Col. 3A less Total Col. 4)	Administrative Expense Eligible to Federal	Administrative Expense Ineligible to Federal	Total Administrative Expense (Total Cols. 6 and 7)
FIRST MONTH	Col. 5	Col. 6	Col. 7	Col. 8
SECOND MONTH	\$ 804.94	\$ 125.00	\$ 25.00	\$ 150.00
THIRD MONTH	\$ 804.94	\$ 125.00	\$ 25.00	\$ 150.00
TOTAL	\$ 2,414.82	\$ 375.00	\$ 75.00	\$ 450.00
	Federal Share of Assistance (Tot. Eligible Chil. (Col. 1A) Times \$3.00 plus 1/2 of Col. 5)	Federal Share of Administrative Expense (1/2 of Col. 6)	Social Welfare Fund Total Federal Share (Col. 9 plus Col. 10)	State General Fund (State Share) (Col. 3C less Col. 9 2/3 of This balance is State Share)
FIRST MONTH	Col. 9	Col. 10	Col. 11	Col. 12
FOR STATE USE ONLY	\$ 525.47	\$ 62.50	\$ 587.97	\$ 863.78
SECOND MONTH	\$ 525.47	\$ 62.50	\$ 587.97	\$ 863.78
FOR STATE USE ONLY				
THIRD MONTH	\$ 525.47	\$ 62.50	\$ 587.97	\$ 863.78
FOR STATE USE ONLY				
TOTAL	\$ 1,576.41	\$ 187.50	\$ 1,763.91	\$ 2,591.34
FOR STATE USE ONLY				

I HEREBY CERTIFY THAT the county share has been appropriated or made available from county funds.

ASSISTANCE \$ 1,295.67

ADMINISTRATION \$ 262.50

Total (Col. 3C) less Federal and State Shares (Cols. 9 and 12)

Total (Col. 8) less Federal Share (Col. 10)

STATE OF CALIFORNIA

COUNTY OF

XX

ss.

M. R. Paine

Signature of County Auditor

Alice Doe being duly sworn, deposes and says: That she is the county official responsible for the administration of Aid to Needy Children in and for the said county; that the above is a true and correct statement of the estimated expenditures under the provisions of Chapter 1 of Part 2 of Division 2 of the Welfare and Institutions Code, and amendments thereto, and Title IV of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds. Affiant requests that the federal and state grants shown above be advanced to the said county, subject to adjustment by the SDSW.

Subscribed and Sworn to before me this first day

of July 19 48

TITLE Deputy County Clerk

Form CA 809 (Revised) August 1948

CASH

TITLE

APPROVED:

Signature of Director or Official in Charge
Welfare Director

Chairman, Board of Supervisors

610-30 (Continued)

610-30

Likewise, when aid is granted pursuant to an order of the SSWB (after a hearing on appeal), the action of the board of supervisors by which the SSWB's order is executed constitutes the final action which unconditionally authorizes payment to be delivered to the appellant. The SSWB, when ordering aid paid on an appeal, in effect remands the case to the board of supervisors who alone have the power to direct disbursement of funds from the county treasury.

The authorization is mandatory with respect to its execution, except where payment of aid is withheld or suspended because of a cloud on eligibility. (See Sec. 361-30, Suspension Procedure.)

For the purposes of establishing the applicant's or recipient's accrued period of eligibility, and of computing the amount of payment due, the board of supervisors' authorization for payment of retroactive aid includes a determination of such retroactive period. (See Sec. 361-25, Retroactive Aid Payments by County.) This period, however, has no bearing on the effective date of the authorization for payment. (W&IC 1560, 2140, 2181, 3075, 3460)

610-40 RECIPIENT OF PAYMENT
OAS, ANB, APSB, ANC

610-40

Payments of aid shall be made directly to the grantee or authorized payee, except under certain conditions following death when the provisions of Secs. 611-00, Payment When Grantee Dies, and 611-10, Payments When Child Dies, shall be followed.

In OAS, ANB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. (See Sec. 626-60, Identification on Aid Pay Rolls.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. If ANC is paid on behalf of children who are wards of the juvenile court, the payments may be made to the probation officer; if payments are made on behalf of parolees from the California Youth Authority for whom the parole officer signed the application, the warrants shall be made payable to the boarding home and shall be mailed in care of the area office of the California Youth Authority. Payments in every case where circumstances permit should be made to a payee eligible under the Social Security Act. (See Sec. 628-00, Payees Eligible Under Social Security Act.) (W&IC 1556.5, 1557, 1560, 2140, 2183, 3075, 3460; FSS-Admin.)

610-50 IDENTIFICATION ON WARRANTS
OAS, ANB, APSB, ANC

610-50

The payee's name shall appear on the warrant and on the pay roll exactly as his signature appears on the application (Form Ag, B1, CA 200, B1 200a), on the Summary of Letters of Guardianship (Form DPA 5) or, in ANC, on the latest Notice of Change (Form CA 232). (See Sec. 202-20, The Application Form.)

The state number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant. (W&IC 1560, 2140, 3075, 3460)

610-10 MODE OF PAYMENT
OAS, ANB, APSB, ANC

610-10

All aid paid to recipients shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The financial condition of the county should at all times guarantee the cashing of warrants without discount. If it becomes necessary at some time for the county to register its warrants, the SDSW shall be notified at once as to arrangements made with local banks for the immediate cashing of warrants at par on demand.

Aid in kind is not subject to state and federal participation. (W&IC 1560, 2140, 2183, 3075, 3460; Fsl. Code 4082; FSS-Admin.)

610-20 TIME OF PAYMENT
OAS, ANB, APSB, ANC

610-20

Payments of aid shall be made by county warrant monthly in advance, except payments of ANC for children who are living in boarding homes or institutions. Payment of ANC for such children may be made to the boarding home or institution either in advance or subsequent to the furnishing of care and support. One warrant may be issued to each boarding home or institution covering all children in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. (See Secs. 610-40, Recipient of Payment, 611-60, Initial Payments, and 361-25, Retroactive Aid Payments by County.)

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county.

Advance payment means delivery of the warrant on or as near as possible to the first business day of the month as compliance with State and county regulations will permit; however, the warrant should not be deposited in the mail for delivery prior to the first day of each respective month.

All warrants shall be clearly marked to show the date of issuance. When the delivery date is other than the date of issuance shown on the warrant, the date of delivery shall be shown either on the warrant or on a separate record which shall be available for inspection by the SDSW.

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month, even though his status changes at some time during the month. (See Sec. 611-00, Payment When Grantee Dies.)

The state, federal, and county portions of the aid shall be paid at one time by a single warrant. (W&IC 1550, 1552, 1556.5, 1558, 1560, 2140, 2160.6, 2182, 2182.1, 2183, 2183.9, 3044, 3075, 3082, 3084, 3444, 3460; FSS-Admin.)

610-30 AUTHORIZATION FOR PAYMENT
OAS, ANB, APSB, ANC

610-30

Action of the board of supervisors granting, restoring, increasing or decreasing assistance constitutes the final action which unconditionally authorizes payment to be delivered to the specified payees. Such action authorizes delivery of the payment immediately, except where a future date is specified. With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

(Section Continued on Next Page)

626-50 (Continued)

626-50

See Sec. 627-30, Federal Participation, for the method of computing the federal share on supplemental payments.

Supplemental claims for county institutional subvention shall be reported on the current quarterly County Institutional Subvention claim in the following manner. Claims for months prior to the current quarter shall be listed at the end of the claim, Form AB 801-H, and the month for which each claim is made shall be clearly indicated. The supplemental claims shall be included with the claim for the current quarter in the totals reported on the claim, Form AB 801-H, and carried forward to the affidavit, Form AB 800-H. (See Example in Sec. 629-99.)

Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims. (W&IC 1550, 1556, 1560, 2140, 2183, 2189, 3075, 3082, 3087.3, 3460)

626-60 IDENTIFICATION ON AID PAY ROLLS
OAS, ANB, APSB, ANC

626-60

The following information shall be included on each aid pay roll (Forms AB 801, CA 801, CA 801-BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (See Sec. 627-20, Apportionment of Grants on Payrolls or Claims)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Forms Ag, Bl 200) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient shall be shown on the aid pay roll (Forms Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible for federal participation shall also be shown on the aid pay roll (Form CA 801). (See Secs. 610-50, Identification on Warrants, 202-20, The Application Form, and 629-99, County Aid Claim Forms.) (W&IC 1556, 1556.5, 2140, 2189, 3087.3, 3482)

626-50 (Continued)

626-50

but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (See Sec. 250-00, Disposal of Applications, and 611-50, Beginning Date of Aid--New Applications.) In this instance, state reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of state participation due for the additional child/children on the basis of the amount originally paid. No federal reimbursement is available prior to the first of the month in which the board of supervisors takes action for the additional child/children.

2. When warrants are issued in lieu of canceled warrants. (See Sec. 628-06, Claim for Warrants Issued in Lieu of Canceled Warrants.)

A separate supplemental pay roll (Forms AB 801, CA 801, and CA 801-BHI) shall be prepared each month in which retroactive payments are made. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

A separate Recapitulation Sheet (Forms Ag, Bl, CA 802) shall be submitted covering the supplemental claim for prior months and shall be marked "Supplement for Prior Months." Due to the numerous changes in federal and state participation it may be necessary to submit more than one recapitulation sheet covering retroactive aid claims. Federal and state participation in retroactive payments is determined by the rules and regulations existing during the period covered by the retroactive payments. Consequently, if the retroactive payments cover a period during which two or more different statutes were in effect, it will be necessary to submit two or more recapitulation sheets.

Example: Retroactive GAS is granted by the SSWB from July 1, 1947, through October 31, 1948, and is paid by the county in November 1948. Three recapitulation sheets are prepared, one covering the period of July 1947, one covering the period of August 1947 through September 1948, and one covering the period of October 1948. (In each of these periods the methods of computing the federal, state, and county participation was different.) The pay roll for prior months and all three recapitulation sheets are attached to the regular November 1948 claim. The totals shown on the three recapitulation sheets are combined and carried forward to the column for prior periods on the November Aid Affidavit.

(Section Continued on Next Page)

627-10 CHART OF FINANCIAL PARTICIPATION IN GRANTS OF AID
OAS, ANB, APSB, ANC

627-10

CATEGORY OF AID	TYPES OF PARTICIPATION	MAXIMUM MONTHLY GRANT	RATIO OF PARTICIPATION		
			*FEDERAL SHARE	STATE SHARE	COUNTY SHARE
OAS	REGULAR.....	\$65	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$50) PLUS \$5.	SIX-SEVENTHS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-SEVENTH OF BALANCE AFTER DEDUCTING FEDERAL SHARE.
	NON-COUNTY....	65	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$50) PLUS \$5.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE.....
	NON-FEDERAL...	65	NONE.....	SIX-SEVENTHS.....	ONE-SEVENTH.....
	NON-COUNTY- NON-FEDERAL	65	NONE.....	ENTIRE GRANT.....	NONE.....
	COUNTY INSTI- TUTIONAL SUB- VENTION	NONE.....	STATE'S SHARE OF OAS PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION.	NONE.....
ANB	REGULAR.....	80	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$50) PLUS \$5.	THREE-FOURTHS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-FOURTH OF BALANCE AFTER DEDUCTING FEDERAL SHARE.
	NON-COUNTY....	80	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$50) PLUS \$5.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE.....
	NON-FEDERAL...	80	NONE.....	THREE-FOURTHS.....	ONE-FOURTH.....
	NON-COUNTY- NON-FEDERAL	80	NONE.....	ENTIRE GRANT.....	NONE.....
	COUNTY INSTI- TUTIONAL SUB- VENTION	NONE.....	STATE'S SHARE OF ANB PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION.	NONE.....
APSB	NON-FEDERAL...	75	NONE.....	FIVE-SIXTHS.....	ONE-SIXTH.....
	NON-COUNTY- NON-FEDERAL	75	NONE.....	ENTIRE GRANT.....	NONE.....
ANC	REGULAR	(A) \$88.50 FOR ONE CHILD ELIGIBLE FOR FEDERAL (B) \$48 FOR EACH ADDITIONAL CHILD IN SAME FAMILY BUDGET UNIT ELIGIBLE FOR FEDERAL	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$27 FOR ONE CHILD AND \$18 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$3.00 PER CHILD.	TWO-THIRDS OF BALANCE AFTER DEDUCTING FEDERAL SHARE.	ONE-THIRD OF BALANCE AFTER DEDUCTING FEDERAL SHARE.
	NON-COUNTY	(A) \$88.50 FOR ONE CHILD ELIGIBLE FOR FEDERAL (B) \$48 FOR EACH ADDITIONAL CHILD IN SAME FAMILY BUDGET UNIT ELIGIBLE FOR FEDERAL	1/2 THE GRANT (NOT COUNTING EXCESS OVER \$27 FOR ONE CHILD AND \$18 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME FAMILY BUDGET UNIT) PLUS \$3.00 PER CHILD.	ENTIRE BALANCE AFTER DEDUCTING FEDERAL SHARE.	NONE.....
	NON-FEDERAL	(A) \$72 FOR ONE CHILD (B) \$36 FOR EACH ADDITIONAL CHILD IN HOME.	NONE.....	TWO-THIRDS.....	ONE-THIRD.....
	NON-COUNTY- NON-FEDERAL	(A) \$72 FOR ONE CHILD (B) \$36 FOR EACH ADDITIONAL CHILD IN HOME.	NONE.....	ENTIRE GRANT.....	NONE.....

*The actual federal maximum share in OAS and ANB is \$30 and in ANC \$16.50 for one child and \$12 for each additional child in the same family budget unit. (See Sec. 627-30, Federal Participation.) (W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2160.7, 2186, 2187, 3025, 3042, 3044.1, 3084, 3087, 3087.1, 3420, 3432, 3472, 3480; FSS-Act)

627-00 DEFINITION OF TYPES OF CASES WITH RESPECT TO FINANCIAL
PARTICIPATION BY FEDERAL, STATE, OR COUNTY GOVERNMENT
OAS, ANB, APSB, ANC

627-00

The status of a recipient on a voucher claim is denoted by the following standard terminology, and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and federal eligibility requirements have been met. The federal, state and county governments participate in payments for these cases.
2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The federal and state governments participate in payments for these cases.
3. Non-federal (also termed regular-ineligible in ANC) is that in which federal eligibility requirements have not been met. The state and county governments participate in payments for these cases.
4. Non-county-non-federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and federal eligibility requirements have not been met. Only the State Government participates in payments for these cases.

A county institutional case in OAS and ANB is one in which the state pays to the county the state share of OAS or ANB the recipient was receiving at the time of his entrance into the county hospital or infirmary. (W&IC 1556, 1556.5, 2140, 2160.7, 2189, 3044.1, 3087.3, 3482)

627-20 (Continued)

627-20

3. Non-federal cases--designated by two asterisks (**) or the term "non-federal." The total grant shall be shown. The state share may be extended to the corresponding column. (See Cases No. 14, Aged Form Ag 801 and No. 4, 7, 11, and 14, Blind Form AB 801.)*
4. Non-county-non-federal cases--designated by three asterisks (***) or the term "non-county-non-federal." The total grant shall be shown. The state share may be extended to the corresponding column. (See Cases No. 10, Aged Form AB 801, and No. 5, and 10, Blind Form AB 801.)*

Extension of the federal and state shares for "non-county," "non-federal" and "non-county-non-federal" cases is not mandatory. They may be shown for easier segregation by the county of the different types of cases in compiling the Recapitulation Sheets (Forms Ag, Bl 802.) (W&IC 2140, 3075, 3460; FSS-Admin.)

ANC

VOUCHER AID PAY ROLL (Form CA 801) consists of cases both eligible and ineligible for federal participation. The Warrant Amount, Basis for State Participation, and Basis for Federal Participation shall be extended to the corresponding columns. Children who do not have one year's county residence are designated by one asterisk (*) in the appropriate column. (See Case No. 7, Form CA 801)*

The Basis for State Participation (see note at end of this section) is divided into two columns as follows:

1. Total amount for that portion of the grant allowed for all children in each family budget unit eligible for federal participation, and

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-15 CLAIM FOR NON-COUNTY-OR NON-COUNTY-NON-FEDERAL CASES
OAS, ANB, APSB, ANC

627-15

In cases which have been receiving aid on a non-county or non-county-non-federal basis, state participation shall be claimed on the same basis for the full month when county residence of one year is acquired during a month (six months for ANB and APSB recipients who became blind while residents of the state). If the required county residence is completed on the first day of a month, the county shall assume its share of the aid for the full month and shall claim accordingly. (W&IC 1512, 1560, 2140, 3075, 3460)

Example A: An aged person moved to the county with intent to reside on January 15, OAS is granted to begin on June 1 on a non-county basis. One year's county residence is acquired on January 15 of the next year. Reimbursement is claimed on a non-county basis for the full month of January, the county assuming its share of the aid beginning February 1.

Example B: A person who became blind while a resident of the state moves to the county with intent to reside on January 1. ANB is granted to begin on April 1 on a non-county basis. Six months' county residence is acquired on July 1, and the county assumes its share of the aid on July 1.

(See Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by Federal, State or County Government, 627-10, Chart of Financial Participation in Grants of Aid, 122-00, County Residence--General, 122-05, County Residence, 122-10, ANC Determination of County of Residence, 122-15, Non-County Residence, and 122-50, Removal from County of Residence.)

627-20 APPORTIONMENT OF GRANTS ON PAY ROLLS OR CLAIMS

627-20

OAS, ANB, APSB, ANC

The federal and state shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used in Aid Claims.) In county institutional and BHI claims, the Aid Affidavits (Forms AB 800-H and CA 800-BHI) also serve as the recapitulation sheets. (W&IC 1560, 2140, 3075, 3460)

OAS, ANB, APSB

VOUCHER AID PAY ROLLS (Forms AB 801) are composed of:

1. Regular cases for which no designation is necessary. The total grant and the amount in excess of \$50 shall be shown. (See Cases No. 1, 2, 3, 4, 5, 7, 9, 11, 12, 13, 14, 15, 16, 17, 18, 20, and 21 Aged Form AB 801 and No 2, 6, 8, 9, 12, and 13, Blind Form AB 801.)*
2. Non-county cases--designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of \$50 shall be shown. The federal and state shares may be extended to the corresponding columns. (See Cases No. 8 and 19, Aged Form AB 801, and No. 1, Blind Form AB 801.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-20 (Continued)

627-20

computation is made to determine the actual federal basis for the eligible child/children. The budget deficiency (warrant amount) and the basis for federal participation are reported on the Certificate of Verification of Eligibility (Form CA 201) or Notice of Change (Form CA 232). On the pay roll these same amounts are reported in their respective columns; the basis for state participation for the eligible child/children is the same amount as the basis for federal participation; and the basis for state participation for the ineligible child/children is the difference between the ANC grant and the amount allocated to the eligible child/children.

Example: A family budget unit consists of five children, three of whom are eligible for federal participation. The total budgetary need is determined to be \$200. The three eligible children receive OASI benefits of \$90 a month. The total budgetary deficiency is \$110 and aid is granted in that amount. The allowance for food, clothing, and personal needs of the two ineligible children is \$60, leaving a balance of \$50 to be allocated to the three eligible children. (See Case No. 4, Form CA 801)*

- E. When, by using the method prescribed in B, the apportionment to the ineligible child exceeds \$36, then the excess is apportioned to the eligible children so that the maximum reimbursement of state funds may be claimed.

Example: A family budget unit consists of four children, three of whom are eligible for federal participation. The total grant for the family is \$148. Of this grant \$112 is apportioned to the eligible children and \$36 to the ineligible child. (See Case No. 5, Form CA 801)*

- F. When a family budget unit is composed of only one child, or when all of the children in a family have the same status with respect to Federal participation, no apportionment is made. The total basis for state participation for the family budget unit is shown as eligible if all the children are eligible for federal participation, or as ineligible if all of the children are ineligible for federal participation. (See Cases Nos. 6, 8, 9, 10, 11, 12, 13, 14, 15, and 16, Form CA 801)*

(W&IC 1560; FSS-Admin.)

(See Sec. 627-00, Definition of Types of Cases with Respect to Financial Participation by federal, state, or county government.)

BHI AID PAY ROLLS (Form CA 801-BHI) do not include children eligible for federal participation. (See Sec. 626-00, Method of Claiming for Participation by Federal and State Governments.)

Payments for care of children to a boarding home or to a probation officer or to an agency to which the children are committed by the court shall be listed separately for each child on the pay roll in Column 4, Warrant Amount, regardless of whether the payment is made to the payee in one warrant for all the children in the boarding home, or whether separate warrants are issued for each child in the boarding home.

(Section Continued on Next Page)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-20 (Continued)

627-20

2. Total amount for that portion of the grant allowed for all children in each family budget unit ineligible for federal participation.

In making this separation, the following rules are observed:

- A. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to federal participation, and the grant equals or exceeds the maximum basis for state participation, the maximum state basis for the eligible children and the maximum state basis for the ineligible children is allocated on the payroll.

Example: A family budget unit consists of three children, two of whom are eligible for federal participation. The grant for this family is \$175.50. The maximum basis for state participation is \$172.50; \$136.50 of which is the maximum for the eligible children, and \$36.00 of which is the maximum for the ineligible child. Allocation is made accordingly on the payroll. (See Case No. 1, Form CA 801)*

- B. When a family budget unit is composed of two or more children, all of whom do not have a common status with respect to federal participation and the grant is less than the maximum basis for state participation, the grant is divided proportionately among the eligible and ineligible children, except as stated in C, D and E:

Example: A family budget unit consists of three children, two of whom are eligible for federal participation. The grant for this family is \$100. Two-thirds or \$66.67 is apportioned to the two eligible children, and one-third or \$33.33 is apportioned to the ineligible child. (See Case No. 2, Form CA 801)*

- C. When, by using the method prescribed in B, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (\$45 for two children, \$63 for three children, \$81 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children, except as stated in D:

Example: A family budget unit consists of five children, three of whom are eligible for federal participation. The total grant for this family is \$70. Of this grant, \$63 (the federal basis for three eligible children) is apportioned to the eligible children, and the remainder, \$7, is apportioned to the two ineligible children. (See Case No. 3, Form CA 801)*

- D. When the budgetary needs of the family budget unit less food, clothing, and personal needs of the ineligible child/children in the family budget unit, less any income specifically designated for the eligible children, are less than the maximum basis for federal participation (\$27 for one child, \$45 for two children, \$63 for three children, etc.), a separate

(Section Continued on Next Page)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms

627-20 (Continued)

627-20

2. When all of the children in the family budget unit are ineligible for Federal participation:

The maximum state basis is \$72 for one child plus \$36 for each additional child.

3. When part of the children in the family budget unit are eligible for federal participation and part are ineligible for federal participation:

The maximum state basis is \$88.50 for one eligible child plus \$48 for each additional eligible child plus \$36 for each ineligible child.

4. For children in boarding homes:

The maximum state basis is \$72 for one child and \$36 for each of the other children in the boarding home.

5. For children in an institution: (As defined in Sec. 161-08)

The maximum state basis is \$36 for each child.

6. When a child transfers between homes during the month.

When a child is the "first" child in all homes, the maximum participating base for state funds is \$72 for all payments made for the month. Likewise, when a child is not the "first" child in any of the homes, the maximum participating base for state funds is \$36 for all payments made for the month.

If a child is in several homes during the month and is designated as a "first" child in some of the homes, the maximum participating base for state funds for the child is given by the following formula:

Maximum basis for state funds where child was "first" child	=	No. of days in homes where child was "first" child		No. of days in all homes	x \$72
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Maximum basis for state funds where child was not "first" child	=	No. of days in homes where child was not the "first" child		No. of days in all homes	x \$36
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Maximum basis for state funds for the child	=	Maximum basis for state funds where child was "first" child	+	Maximum basis for state funds where child was not "first" child
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627-20 (Continued)

627-20

The Basis for State Participation (see note at end of this section) shall be shown opposite each child's name on the pay roll in either Column 5A, state and county cases, or Column 5B, non-county cases, as follows:

1. Amounts for children having one or more years' county residence shall be entered in Column 5A. (See Cases No. 1, 2, 3, 4, 5, 7, 8, and 9 CA 801-BHI.)*
2. Amounts for children who do not have one year's county residence shall be entered in Column 5B. (See Case No. 6, Form CA 801-BHI)*

In no case shall the state basis exceed the amount paid for the child as listed in Column 4, Warrant Amount.

The county shall designate on the pay roll one child in each boarding home as a first child for the purpose of claiming maximum state participation by actually claiming state participation up to a maximum of \$72 for the child. The child so designated on the claim at the time of submission shall remain the "first child" for that boarding home for that month even though the grant is retroactively increased or decreased at a later date.

Example: Three children living in a boarding home receive aid as follows: A receives \$50 per month, B receives \$60 per month, and C receives \$30 per month. The state basis is listed separately on the pay roll for each child as follows: A - \$36, B - \$60, and C - \$30. (See Cases Nos. 7, 8, and 9, Form CA 801-BHI.)* If child B leaves the home at the end of the month, the county shall designate child A as the first child on the following month's claim, and the state basis for the two remaining children would then appear as follows: A - \$50, C - \$30.

Note: The basis for state participation is equal to the amount of the grant under the ANC law or the amount of the monthly payment for the care of the children, whichever is the lesser, and not to exceed the following:

1. When all of the children in the family budget unit are eligible for federal participation:

The maximum state basis is \$88.50 for one child plus \$48 for each additional child.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-30 FEDERAL PARTICIPATION

627-30

OAS, ANB, ANC

Basis for Federal Participation and Actual Federal Share:
OAS, ANB

In OAS and ANB the maximum basis for federal participation is \$50. (There is no federal participation in the APSB program.) The actual federal share is: $3/4$ of \$20, plus $1/2$ of the difference between the amount paid (not counting excess over \$50) and \$20. If the grant is less than \$20, $1/2$ of the difference between the grant and \$20 is deducted from $3/4$ of \$20. The maximum federal share is \$30.

The short formula for computing the federal share is: $1/2$ the amount paid (not counting excess over \$50) plus \$5.

Example A: OAS grant \$65, federal basis \$50; or ANB grant \$80, federal basis \$50

Regular formula

$$\begin{aligned} 3/4 \times \$20 &= \$15.00 \\ 1/2 \times (\$50 - \$20) &= \$15.00 \\ \text{Federal share} &= \$15 + \$15 = \$30.00 \end{aligned}$$

Short formula

$$\text{Federal Share} = (1/2 \times \$50) + \$5 = \$25 + \$5 = \$30.00$$

Example B: Grant \$17, federal basis \$17

Regular formula

$$\begin{aligned} 3/4 \times \$20 &= \$15.00 \\ 1/2 \times (\$17 - \$20) &= -\$1.50 \\ \text{Federal share} &= \$15.00 - \$1.50 = \$13.50 \end{aligned}$$

Short formula

$$\text{Federal share} = (1/2 \times \$17) + \$5 = \$8.50 + \$5 = \$13.50$$

Example C: Grant \$4, federal basis \$4

Regular formula

$$\begin{aligned} 3/4 \times \$20 &= \$15.00 \\ 1/2 \times (\$4 - \$20) &= -\$8.00 \\ \text{Federal share} &= \$15 - \$8 = \$7.00 \end{aligned}$$

Short formula

$$\text{Federal share} = (1/2 \times \$4) + \$5 = \$2 + \$5 = \$7.00$$

ANC

In determining the maximum basis on which the federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$27 for one child and \$18 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for federal participation is \$27; if there are two eligible children in the family budget unit, the maximum basis for federal participation is \$45, if there are three eligible children, the maximum basis is \$63, etc.

(Section Continued on Next Page)

627-25 (Continued)

627-25

Example H: An OAS recipient was receiving a grant of \$55 when he entered the county institution in August 1947. Under the rules in effect in August 1947, participation for a regular case was as follows: federal \$25 (\$2.50 added to $\frac{1}{2}$ of \$45); state \$25.71 ($\frac{6}{7}$ of the difference between \$55 and \$25); county \$4.29 ($\frac{1}{7}$ of the difference between \$55 and \$25). In a non-county case the state share would be equal to the total grant less the federal share, or \$30 (\$55 - \$25). (See Cases Nos. 6 and 7 on the OAS example of Form AB 801-H)*

- (2) When county institutional subvention is claimed for a portion of the month, and the remainder of the month is claimed on the aid claim, the state share in both regular and non-county cases is the full month's share (computed as in item 1) prorated for the number of days the person remains in the institution.

Example I: An ANB recipient receiving a grant of \$75 enters the county institution in November, 1947, where he remains until April 16, 1948, when he is discharged and ANB is restored at the rate of \$75. On the county institutional subvention claim for April 1948, the actual state share for 15 days, or \$18.75, is reported ($\$75 - \$25 = \50, $\$50 \times \frac{3}{4} = \37.50 , $\$37.50 \times \frac{15}{30} = \18.75). In a non-county case the state share for 15 days would be \$25 ($\$75 - \$25 = \50, $\$50 \times \frac{15}{30} = \25). A warrant is issued to the grantee in the amount of \$37.50 ($\frac{15}{30} \times \75), and that amount is reported on the voucher claim. (W&IC 2020, 2140, 2160.7, 2187.01, 3044.1, 3075, 3084; AGO NS5240, AGO NS5350)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-30 (Continued)

627-30

When one or more children of a family group have non-county status and the remaining children have regular status, the \$27 basis for federal participation is allocated to a child having regular status. (See Case No. 7, Form CA 801.)* (W&IC 1556, 1560)

When Federal Participation is Available
OAS, ANB, ANC

The first payments made on new applications and restorations are initial payments. Federal participation is available in initial payments provided the board of supervisors' action occurs within the month for which the aid is granted and the warrant is delivered during the same month or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure. Federal participation is also available in initial payments as follows:

1. When a retroactive payment has been made to adjust an appeal which has been filed, but not yet heard by the SSWB, or to carry out an appeal decision by the SSWB. The Federal Government participates in the payment for all or any part of the period during which the appeal was pending, plus the month during which the appeal was signed and the two preceding months, provided such period does not antedate the month in which payment was improperly denied or withheld.
2. When an application for aid has been improperly denied and such action is later rescinded. The Federal Government participates in the payment for the month in which the rescinding action was taken (and the payment was delivered) and the two preceding months (See Sec. 201-25, When Application to be Taken), provided such period does not antedate the month in which payment was improperly denied or withheld.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-30 (Continued)

627-30

The actual federal share is: $\frac{3}{4}$ of \$12 for each eligible child, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$27 for the first eligible child and \$18 for each other eligible child) and \$12 for each eligible child. If the amount paid is less than \$12 for each eligible child, $\frac{1}{2}$ the difference is deducted from $\frac{3}{4}$ of \$12 for each child. The maximum federal share is \$16.50 for one child and \$12 for each additional child.

The short formula for computing the federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$27 for one child and \$18 for each additional eligible child in the family budget unit) plus \$3 for each child.

Example D: One eligible child -- grant \$88.50, federal basis \$27

Regular formula

$$\begin{aligned} \frac{3}{4} \times \$12 &= \$9.00 \\ \frac{1}{2} \times (\$27 - \$12) &= \$7.50 \\ \text{Federal share} &= \$9.00 + \$7.50 = \$16.50 \end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$27) + \$3 = \$13.50 + \$3 = \$16.50$$

Example E: Two eligible children -- grant \$136.50, federal basis \$45

Regular formula

$$\begin{aligned} \frac{3}{4} \times (2 \times \$12) &= \frac{3}{4} \times \$24 = \$18.00 \\ \frac{1}{2} \times (\$45 - \$24) &= \$10.50 \\ \text{Federal share} &= \$18.00 + \$10.50 = \$28.50 \end{aligned}$$

Short formula

$$\begin{aligned} \frac{1}{2} \times \$45 &= \$22.50 \\ 2 \times \$3 &= \$6.00 \\ \text{Federal share} &= \$22.50 + \$6.00 = \$28.50 \end{aligned}$$

Example F: Three eligible children -- grant \$25, federal basis \$25

Regular formula

$$\begin{aligned} \frac{3}{4} \times (3 \times \$12) &= \frac{3}{4} \times \$36 = \$27.00 \\ \frac{1}{2} \times (\$25 - \$36) &= -\$5.50 \\ \text{Federal share} &= \$27.00 - \$5.50 = \$21.50 \end{aligned}$$

Short formula

$$\begin{aligned} \frac{1}{2} \times \$25 &= \$12.50 \\ 3 \times \$3 &= \$9.00 \\ \text{Federal share} &= \$12.50 + \$9.00 = \$21.50 \end{aligned}$$

(Section Continued on Next Page)

627-30 (Continued)

627-30

5. Correction of Erroneous Payment

- a. When a payment in a particular month is made for less than the authorized award for that month and the error is corrected by delivery of an additional warrant within a three-month period, including the month in which the erroneous payment was made. No action of the board of supervisors is necessary.

Example I: The authorized award for January is \$40. Through error only \$30 is paid on January 1. The additional \$10 may be paid later in January, in February or not later than March 31. No change in the award is made to correct the underpayment.

- b. When a payment is made in excess of the authorized award. The Federal Government participates in the excess payment only if the amount of the excess is taken into consideration in the payment for either of the two months following the month in which the overpayment was made. No change in the authorized award should be made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full federal participation in the authorized award for each month.

Example J: The authorized award in OAS is \$50. Through error \$60 is paid in January. In February or March \$10 less than the authorized award is paid to adjust for the \$10 overpayment in January. No change in the award is made to correct the overpayment. A letter notifying the SDSW of the error and the month in which the adjustment is to be made will assure full federal participation in the maximum basis of \$100 for the two months.

(Section Continued on Next Page)

627-30 (Continued)

627-30

3. When the beginning date of aid originally established on an application is not in accordance with the legal provisions of the W&IC and a subsequent corrective action is taken beginning aid at an earlier date. The Federal Government participates providing the retroactive aid is not for a month(s) prior to the month of the original action and further providing that the corrective action is taken and the warrant is delivered by the end of the second month following that in which the original action was taken.

Example G: An OAS application which was signed on July 15 was approved by the board of supervisors on September 15, aid to start effective October 1. On October 25 the county discovers that aid should have been effective September 1 according to the provisions of W&IC 2183. On November 2 the board of supervisors takes action correcting the erroneous beginning date of aid by ordering aid paid effective September 1. There is federal participation in the warrant issued in November for September as there would have been no retroactive initial payment if the original action in September had been correct.

Example H: An OAS application which was signed on June 15 was approved by the board of supervisors on October 15, aid to begin October 1. On October 25 the county discovers that aid should have been effective September 1 according to the provisions of W&IC 2183. On November 2 the board of supervisors takes action correcting the erroneous beginning date of aid by ordering aid paid effective September 1. There is no federal participation in the aid paid in November for September as the original board of supervisors' action occurred in October. Had aid been correctly approved from September 1 in October, there would have been no federal participation as the initial payment would have been retroactive.

Federal participation is available for retroactive aid in the following situations (See Sec. 361-25, Retroactive Aid Payments by County).

4. Increased Payment

When a payment of aid has been made in accordance with the authorized award and is later found to be less than the amount to which the recipient (or child or children in ANC) was eligible. The Federal Government participates in additional payments authorized and delivered before the end of the second month following that in which the underpayments occurred.

(Section Continued on Next Page)

627-45 (Continued)

627-45

In an ANC case for which a partial month's claim is made, the basis for federal participation is the same as the basis for state participation for the children eligible for federal, not to exceed the federal maximum. (\$27 for one child, \$45 for two children, \$63 for three children, etc.) (W&IC 1510, 1511, 1553, FSS-Act; FSS-Admin.)

Example D: When 15 days' aid at the rate of \$75 in a 31-day month, or \$36.29, is paid for one child in a boarding home, \$36.29 is the basis for state participation for a first child. (See Case No. 6, Form CA 801-BHI.)*

Example E: When 25 days' aid at the rate of \$100 in a 31-day month, or \$80.64, is paid for one child ineligible for federal participation, \$72 is the basis for state participation. (See Case No. 15, Form CA 801.)*

Example F: When 10 days' aid at the rate of \$95 in a 31-day month, or \$30.65, is paid for three children eligible for federal, \$30.65 is the basis for both state and federal participation. (See Case No. 16, Form CA 801.)*

Example G: When 17 days' aid at the rate of \$100 in a 31-day month, or \$54.84 is paid for three children, two of whom are eligible for federal, \$54.84 is the state basis and \$45.00 is the federal basis. (See Case No. 17, Form CA 801.)*

627-50 COMPUTATION OF PAYMENTS WHEN CHILD TRANSFERS BETWEEN A PRIVATE HOME AND BOARDING HOME OR INSTITUTION ANC

627-50

When a child is moved from the home of a relative or legally appointed guardian to a boarding home or institution (or vice versa) during a month, ANC should be computed and claimed as follows:

1. When an amount equaling or exceeding the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when an amount paid in advance or during the month to the relative or guardian for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No aid is claimed on the BHI claim for that month.

Maximum for Full Month
Paid in Advance to
Relative

Example A: A 15-year-old child is living with his mother and the monthly ANC grant in the amount of \$88.50 is paid to the mother on January 1. On January 25, the child is placed in a boarding home. Aid is claimed only on the voucher claim on the maximum basis of \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of the change as February 1.

Maximum for Partial
Month Paid in Advance
to Relative

Example B: A 15-year-old child living with his mother and receiving aid at the rate of \$100.00 a month is to be placed in a boarding home on January 29. The change is known in advance and on January 1 the mother is paid for 28 days in the amount of \$90.32 (28/31 x \$100). Aid is claimed only on the voucher claim on the maximum basis of \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of change as February 1.

Transfer from BHI to
Relative During Month.
Relative Paid Maximum
for Partial Month

Example C: A 15-year-old child living in a boarding home is moved on January 4 to his mother's home, where aid is granted at the rate of \$100.00 a month from January 4. The mother is paid for 28 days in the amount of \$90.32 (28/31 x \$100). Aid is claimed only on the voucher claim on the maximum basis of \$88.50 with the mother shown as payee. The Notice of Change (Form CA 232) shows the effective date of change as January 4.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-40 PARTIAL MONTHS CLAIMS--COMPUTATION OF TOTAL AMOUNTS
OAS, ANB, APSB, ANC

627-40

In computation of a partial month's claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

Example A: OAS in the amount of \$65 a month begins on November 4. Aid for 27 days is allowed ($27/30 \times \$65$), making a total payment of \$58.50.

Example B: ANB in the amount of \$80 a month begins on December 4. Aid for 28 days is allowed ($28/31 \times \$80$), making a total payment of \$72.26.

Example C: APSB begins on February 4 during a 28-day month at the rate of \$75 a month. Aid for 25 days is allowed ($25/28 \times \$75$), making a total payment of \$66.96.

Example D: ANC in the amount of \$88.50 a month is discontinued on February 24 during a 29-day month. Aid for 24 days is allowed ($24/29 \times \$88.50$), making a total payment of \$73.23.

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution and 627-85, Federal Participation When an Additional Child Becomes Eligible During Month (Example c). (W&IC 1511, 1553, 1556, 1559, 1560, 2020, 2140, 2186, 2189, 3075, 3084, 3087, 3087.3, 3460, 3480, 3482)

627-45 PARTIAL MONTHS CLAIMS--BASES FOR STATE AND FEDERAL PARTICIPATION 627-45
OAS, ANB, APSB, ANC

In an OAS, ANB, and APSB case for which a partial month's claim is made, the bases for both state and federal participation (no federal in APSB) are the actual amount of aid paid, the federal basis not to exceed the maximum of \$50. Federal participation is not prorated. (W&IC 2020, 2021, 2186, 2187, 3025, 3084, 3087, 3420, 3472; FSS-Admin.)

Example A: When 20 days' aid at the rate of \$65 in a 30-day month, or \$43.33 is paid to an OAS recipient \$43.33 is the basis for state and federal participation. (See Case No. 21, Aged Form AB 801.)*

Example B: When 25 days' aid at the rate of \$80 in a 30-day month, or \$66.67, is paid to an ANB recipient, \$66.67 is the basis for state participation and \$50 is the basis for federal participation. (See Case No. 13, Blind Form AB 801.)*

Example C: When 17 days' aid at the rate of \$75 in a 30-day month, or \$42.50, is paid to an APSB recipient, \$42.50 is the basis for state participation. (No federal.) (See Case No. 14 Blind Form AB 801.)*

In an ANC case for which a partial month's claim is made, the basis for state participation is the actual amount paid, not to exceed the state maximum for a full month as the actual maximum state share may be claimed for a portion of a month, as well as for a full month.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-50 (Continued)

627-50

Transfer from BHI to
Relative. Partial Month
Paid to Relative - Less
Than Maximum

Example F: A 15-year-old child having one year's or more county residence is the only child living in a boarding home where aid is being paid at the rate of \$84 a month. On December 26 the child is moved to his mother's home where aid is granted at the rate of \$95.50 a month effective December 26. Two warrants are issued, one to the boarding home for 25 days' aid in the amount of \$67.74 ($25/31 \times \84) and one to the mother for 6 days' aid in the amount of \$18.49 ($6/31 \times \95.50). The total amount of the payment of \$18.49 made to the mother is shown on the voucher claim as the basis for state and federal participation, resulting in an actual claim of \$12.25 federal funds and \$4.16 state funds. Only \$43.84 state share (\$48 maximum state share less \$4.16 allowed on the voucher claim) may be claimed on the BHI claim, making the basis for state participation \$65.76 ($\$43.84 = 2/3$ of \$65.76). (See Case No. 10, Form CA 801 and Case No. 5, Form CA 801-BHI.)*

If this example were a non-county case, the actual state share on the voucher claim would be \$6.24 and on the BHI claim \$65.76, or a total of \$72.

(W&IC 1507, 1510, 1511, 1512, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560; FSS-Admin.)

627-80 FEDERAL PARTICIPATION ON CHILDREN BETWEEN AGES OF
16 AND 18 YEARS
ANC

627-80

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for federal participation. (See Secs. 235-15, Verification of Requirements for Federal Participation, 235-20, School Attendance as Requirements for Federal Participation, and 628-00, Payees Eligible Under Social Security Act.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school. (W&IC 1553, 1560; FSS-Act.)

627-85 FEDERAL PARTICIPATION WHEN AN ADDITIONAL CHILD BECOMES
ELIGIBLE FOR AID DURING MONTH
ANC

627-85

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

Example A: Two children eligible for federal participation are receiving aid at the rate of \$100 on December 1. Aid is approved to begin on December 14 for an additional child of the same family who is also eligible for federal participation. Aid continues at the rate of \$100 for the family, one warrant is issued in the amount of \$100 and the basis for federal participation for the three children is \$63. (See Case No. 11, Form CA 801.)*

Example B: Two children eligible for federal participation are receiving aid at the rate of \$150 (\$136.50 basis for state participation and \$13.50 county supplemental aid). An additional child becomes eligible for ANC on December 13, and is also eligible for federal participation. The basis for state participation is increased to \$150 and ANC is continued at that rate. One warrant in the amount of \$150 is issued. The basis for state participation for the month of December is \$150 and the federal basis is \$63. (See Case No. 12, Form CA 801.)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-50 (Continued)

627-50

2. When less than the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the maximum reimbursement of state funds is allowed between both the voucher and BHI claims. The voucher claim should show the total amount paid to the relative or guardian and the regular bases for federal (if eligible for federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. The Notice of Change (Form CA 232) should show the effective date of the change of payee and the new monthly rate.

Transfer from Relative to BHI. Full Month Paid in Advance to Relative Less Than Maximum.

Example D: A 15-year-old child having one year's or more county residence and living with the mother is receiving aid at the rate of \$67.50 a month. On December 16 the child is moved to a boarding home and the grant is increased to \$77.50. The child is the only child in the boarding home. On December 1 a warrant is issued to the mother for the full month in the amount of \$67.50. At the end of the month a warrant is issued to the boarding home for 16 days' aid in the amount of \$40.00 ($16/31 \times \77.50). The total amount of the advance payment of \$67.50 is shown on the voucher claim as the basis for state participation and \$27 is shown as the basis for federal participation, resulting in an actual claim of \$16.50 federal funds and \$34 state funds. Only \$14 state share (\$48 maximum state share less \$34 allowed on the voucher claim) may be claimed on the BHI claim, making the basis for state participation \$21 ($\$14 \div 2/3$ of \$21). (See Case No. 8, Form CA 801 and Case No. 3, Form CA 801-BHI.)*

If this example were a non-county case, the actual state share on the voucher claim would be \$51.00 and on the BHI claim \$21.00, or a total of \$72.

Transfer from Relative to BHI. Partial Month Paid to Relative in Advance - Less Than Maximum.

Example E: A 15-year-old child having one year's or more county residence and living with the mother is receiving aid at the rate of \$66 a month. On December 6 the child is moved to a boarding home and the grant is decreased to \$60. The child is the only child in the boarding home. This change is known in advance and on December 1 a warrant is issued to the mother for 5 days' aid in the amount of \$10.65 ($5/31 \times \66). At the end of the month a warrant is issued to the boarding home for 26 days' aid in the amount of \$50.32 ($26/31 \times \60). The total amount of the advance payment of \$10.65 is shown on the voucher claim as the bases for state and federal participation, resulting in an actual claim of \$8.33 federal funds and \$1.55 state funds. The basis for state participation on the BHI claim is the same as the warrant amount, \$50.32, resulting in an actual claim of \$33.55 state funds ($2/3$ of \$50.32). The total state share for the month on both claims is only \$35.10 (\$1.55 on the voucher claim plus \$33.55 on the BHI claim) as the amount paid to the boarding home is not sufficient to allow the maximum of \$48.00 for the month. (See Case No. 9, Form CA 801 and Case No. 4, Form CA 801-BHI.)*

If this example were a non-county case, the actual state share on the voucher claim would be \$2.32 and on the BHI claim \$50.32 or a total of \$52.64.

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

628-00 PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT
ANC

628-00

Federal participation is available for ANC only when the child or children are living in the home of the person:

- A. To whom the warrant is issued;
- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);
- C. Who bears one of the following degrees of relationship:

1. Father	16. Brother of the half-blood
2. Adoptive father	17. Brother-in-law
3. Mother	18. Half-brother-in-law
4. Adoptive mother	19. Adoptive brother
5. Grandfather	20. Sister
6. Grandfather-in-law (meaning the husband by a second marriage of one of the child's natural grandmothers)	21. Sister of the half-blood
7. Great-grandfather	22. Sister-in-law
8. Adoptive father of the child's natural parent	23. Half-sister-in-law
9. Grandmother	24. Adoptive sister
10. Grandmother-in-law (meaning the wife by a second marriage of one of the child's natural grandfathers)	25. Step-brother
11. Great-grandmother	26. Step-brother-in-law
12. Adoptive mother of a child's natural parent	27. Step-sister
13. Step-father (but not his parents)	28. Step-sister-in-law
14. Step-mother (but not her parents)	29. Uncle (of the half- or whole-blood)
15. Brother	30. Aunt (of the half- or whole-blood)
	31. Uncle-in-law
	32. Aunt-in-law
	33. Great-uncle (including great, great, etc.)
	34. Great-aunt (including great, great, etc.)

(W&IC 1560; FSS-admin.)

628-05 REPORTING OF CANCELED AID WARRANTS
OAS, ANB, APSB, ANC

628-05

Any warrants for which claims were allowed by the SDSW, and which are subsequently canceled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Detail is shown on the Report of Canceled Warrants (Form ABC 804) which accompanies each respective claim. Current cancelations shall be crossed off the Aid Pay Roll (Form AB 801, CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (See Secs. 361-33, Cancellation of Warrants for Months During Which Recipient was Ineligible Under Suspension of Grant Procedure, and 611-90, Cancellation of Aid Warrants.)

(Section Continued on Next Page)

627-85 (Continued)

627-85

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to federal matching is computed on the basis of each individual warrant.

Example C: Two children eligible for federal participation are receiving ANC at the rate of \$100 on December 1. The family grant is increased to \$120 on December 14, when aid is approved to begin for an additional child of the same family, who is also eligible for federal participation. The method of arriving at the total payment for the month is as follows:

13 days @ \$100	\$ 41.93
18 days @ \$120	\$ 69.68

Total basis for
state participation \$111.61

At the beginning of the month, one warrant is drawn in the amount of \$100 for the first two children, and in the middle of the month a supplemental warrant in the amount of \$11.61 is issued to cover the increase for the third child.

The basis for federal participation is \$45 in the first warrant of \$100 issued for the first two children and \$11.61 in the supplemental warrant issued for the additional child, or a total of \$56.61 for the three children, instead of \$63. (See Case No. 13, Form CA 801.)*

One warrant in the amount of \$120 is issued for the next month, if the children remain eligible for the same amount. The basis for federal participation is \$63. (W&IC 1553, 1511, 1560; FSS-Admin.)

627-90 TWO OR MORE FAMILY BUDGET UNITS IN ONE HOUSEHOLD ANC

627-90

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, federal participation is available on the basis of the amount paid up to a maximum of \$27 for one eligible child in each family, and up to a maximum of \$18 for each of the additional eligible children in each family. (See Cases No. 5 and 6, Form CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, federal participation is allowed on the basis of the amount paid up to a maximum of \$27 for only one eligible child in the household and up to a maximum of \$18 for each additional eligible child in the same household. (See Case No. 14, Form CA 801.)* (W&IC 1553, 1560; FSS-Admin.)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

645-06 (Continued)

645-06

1. Such services are not performed incident to other public functions;
2. The county has conformed to the requirements of the merit system in the employment of welfare personnel. (See Chapter 070-00, Welfare Personnel Standards);
3. Such services are rendered during the period of pending and continuing eligibility and for a reasonable period after the cessation of the money payment.

Costs of services may be reported for purposes of securing federal matching in respect to:

1. Information, analysis, investigation, consultation planning and referral, including the cost of transportation and other expenses necessary to enable the applicant or recipient to receive technical services in respect to legal, medical and social problems; excluding the cost of legal, medical, educational, rehabilitative and remedial services that go beyond consultation, diagnosis and planning;
2. Costs of mental and physical examinations and other diagnostic services necessary to determine the mental or physical condition of the applicant or recipient or of a member of the household affecting his health and well-being, including expenses necessary to secure the service, but excluding the costs of medical treatment;
3. Costs of services, including consultation and arrangements for counsel, necessary in the adjustment of legal problems of the applicant or recipient of public assistance, including the official fees, the costs of documents and other expenses necessary to secure the service, but excluding attorney's fees and the costs of judicial proceedings except as provided in 4; and
4. Costs of guardianship proceedings for applicants or recipients of public assistance. (FSS-Admin.)

645-16 EXPENDITURES FOR WORKMEN'S COMPENSATION
OAS, ANB, ANC

645-16

Federal participation may be claimed by the county for its share of costs for covering employees under workmen's compensation plans which meet the requirements of the FSS-Admin. Participation in the State Compensation Insurance Fund is acceptable.

Such costs must be properly chargeable to the administration of the public assistance programs.

Workmen's compensation expenditures shall be reported currently as a maintenance and operation charge and shall be identified as workmen's compensation on Administrative Expense Worksheets (Form DFA 64A) submitted to the SDSW.

Counties which are self-insured shall submit complete data on their workmen's compensation plans to the SDSW for analysis and approval prior to submitting a claim for reimbursement. (FSS-Admin.)

645-02 EXPENDITURES FOR PURPOSES OF ADMINISTRATION

645-02

OAS, ANB, ANC

An expenditure for purposes of administration must be for purposes other than "assistance" (cash or kind), must be directly pertinent or reasonably related to the provision of assistance in the category to which it is allocated, and must not be properly chargeable to another program or to any form of assistance as such. (FSS-Admin.)

The usual activities involving costs of public assistance administration for which federal participation may be claimed are:

1. Supervising the operation of public assistance programs;
2. Developing, evaluating, and modifying standards of operation;
3. Maintaining social, financial, and statistical records;
4. Preparing and presenting information to official bodies and the public;
5. Determining the original and continued eligibility of individuals for financial assistance and ascertaining the amount of assistance to be granted; e.g.:
 - a. The cost of blind eye examinations. (See Secs. 180-15, Determination of Degree of Blindness; 180-50, Reexamination of Eyes to Determine Continued Eligibility; 235-00, Physician's Reports of Eye Examinations; and 645-31, Expenditures for Eye Examinations.)
 - b. The cost of examination of incapacitated or tuberculous father by a private physician.
 - c. The cost of \$1.00 for search of draft records. (See Sec. 107-85, Draft Board Records as Age Evidence.)
 - d. The cost of search of census records, \$1.00 for routine search or \$3.00 provided the circumstances justify a special search. (See Sec. 107-65, U. S. Census Records as Age Evidence.)
6. Providing such financial assistance. (W&IC 1553, 2186, 3087; FSS-Admin.)

645-06 EXPENDITURES FOR PERSONAL SERVICES

645-06

OAS, ANB, ANC

Federal participation may be claimed in monies paid to employees engaged in administration of cases eligible to federal aid for OAS, ANB, and ANC for personal services rendered the individual applicant or recipient to assure him the maximum benefit from the money payment in relation to personal, family, and community resources provided that the following conditions are true:

(Section Continued on Next Page)

645-28 EXPENSES OF A COUNTY CIVIL SERVICE DEPARTMENT
OAS, ANB, ANC

645-28

Federal participation may be claimed on a prorated or segregated basis in the proper and reasonable cost of providing service of the kind needed by the welfare department for civil service administration.

Federal participation in the costs of a civil service department may be determined on either of the following bases:

(1) Costs of special services

- (a) As a direct cost, excluding overhead, of a special service to the welfare department as, for example, the cost of an examination for a class of positions occurring only in the welfare department and/or
- (b) As a pro rata cost of a special service, excluding overhead, in which the welfare department shares with other agencies, as, for example, the cost of an examination and the establishment and use of a register which will be used to fill positions in the welfare department and in other county agencies.

(2) Costs of continuing services

- (a) As a pro rata share of the total costs incurred by the county civil service department in rendering the services needed to carry out the personnel standards, performed as a continuing service to the welfare department, including that part of the over-all administrative costs properly chargeable to such services.
- (b) As a pro rata share of the costs incurred by the county civil service department in rendering one or more of the services needed to carry out the personnel standards, performed as a continuing service for the welfare department, including that part of the over-all administrative costs properly chargeable to the service or services rendered.

The SDSW shall be consulted regarding the cost allocation plan to identify the above costs. The resulting costs shall be reported currently and shall be identified as an expense of the county civil service department when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-Admin.)

645-27 (Continued)

645-27

EXPENDITURES FOR PURCHASE OR REPLACEMENT OF EQUIPMENT

If actual costs are claimed, no deviation from the regular procedures is necessary for capital expenditures. If a unit cost is used and an expenditure is made for equipment to be used solely for public assistance, the expenditure may be added to the total amount determined on a unit cost basis.

The amount to be allocated to each program may be determined by prorating the expenditure on the ratios of the salaries and wages expenditures for each program for that month.

If new equipment is purchased by other than the county welfare department, whether on an initial purchase or replacement basis, the SDSW is to be notified in advance of the county's intention to claim so that determination can be made as to whether the items are eligible for federal participation.

Costs shall be reported currently and shall be identified as an expense of the county auditor when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs.
(FSS-Admin.)

645-30 EXPENSES OF VARIOUS OTHER COUNTY AGENCIES
OAS, ANB, ANC

645-30

Federal participation may also be claimed for goods, services, or facilities (See Sec. 645-21, Expenditures for Goods, Facilities, and Services from Other County Agencies) expended by agencies of county government other than those enumerated in the preceding sections provided the county can substantiate by plan material submitted to the SDSW the reasonableness and propriety of such charges. Written approval from the SDSW is required. (FSS-Admin.)

645-29 EXPENSES OF SURVEYS BY PRIVATE AGENCIES
OAS, ANB, ANC

645-29

In some instances, federal participation may be claimed for the cost of surveys made by private agencies. Such surveys will ordinarily consist of position classification surveys, although organization or procedure surveys may be included.

Counties contemplating such surveys shall forward two copies of the following information to the SDSW.

1. Name of the county agency or department initiating the survey.
2. Name of the private agency to be employed to conduct the survey.
3. Reasons necessitating the survey, and a description of its scope.
4. Reason for the employment of a private agency.
5. Extent to which the survey will cover other county agencies.
6. Period over which the survey is to be conducted.
7. Estimated cost, and the method of segregating those costs for which reimbursement will be claimed.
8. Other pertinent data.

Written approval of federal matching shall be obtained from the SDSW prior to initiation of the survey. All such requests are subject to federal review, and claim will be allowed only in unusual circumstances and after special justification. Claim may be made only upon receipt of written approval from the SDSW and after payment of the expense of the survey has been made by the county.
(FSS-Admin.)

645-35 EXPENDITURES FOR CONSTRUCTION OR PURCHASE OF BUILDINGS
OAS, ANB, ANC

645-35

Initial Cost of Construction or Purchase of Public Buildings.

When an agreement provides the basis for defraying the initial cost of construction or purchase of a building to be owned by the local government, and its cost is to be amortized over a period of years as rent charges to the agencies or departments occupying space in such buildings, federal participation will be available in the amortization of the total cost of construction of new buildings provided:

1. The amount charged for space or the rate of amortization of the purchase price is not in excess of that which would ordinarily be charged in the same or in a similar community for comparable space in a privately owned building.
2. Maintenance and operating services included in the rental charge are clearly specified.
3. Information is provided as to the basis for amortizing the charges to include the total costs of the building, the particular agency's pro rata share, the total square footage to be occupied by each agency or department, the period of years over which the total cost is to be amortized, and the amount per square foot per year based on such period of amortization.
4. Form DFA 117A, Request for Approval of Expenditures for Construction or Purchase of Building, is satisfactorily completed and submitted to the State Department of Social Welfare for their approval prior to commencing construction or purchase. Five copies of this form should be submitted to this office. One copy will be returned to the county after state has acted and passed on the request. (See Sec. 646-99) (FSS-Admin.)

645-37 EXPENDITURES FOR REPAIRS AND ALTERATIONS
OAS, ANB, ANC

645-37

Federal matching of expenditures for repairs and alterations is based on the assumption that such expenditures are related to the maintenance of proper facilities for the administration of the public assistance programs. The approval of such expenditures is dependent upon whether or not these expenses are necessary for the administration of the assistance programs, are reasonable in cost and soundly planned. The approval or disapproval will in all cases be based on the circumstances of the individual situations.

Repairs and alterations may be defined as improvements or structural changes in a building which results in a better piece of property in the sense of greater durability or increased efficiency. The cost and the anticipated

(Section Continued on Next Page)

645-31 EXPENDITURES FOR EYE EXAMINATIONS
ANB

645-31

Federal participation may be claimed for cost of required eye examinations for aid to the blind. (See Secs. 235-00, Physician's Reports of Eye Examination, 351-50, Reinvestigation of Blindness, and 545-02, Expenditures for Purposes of Administration.)

In connection with an application for ANB, the SDSW requires the first examination and if the applicant, at his own expense, submits a second report which is in conflict with the first, then the SDSW requires a third or resolving report. Accordingly, reimbursement may be claimed for the first and third examinations, and any additional examination which the SDSW may require.

In connection with reinvestigation, reimbursement may be claimed for the required eye examination (See Sec. 351-50, Reinvestigation of Blindness) and for any additional examination which the SDSW may require. (See Secs. 180-25, Successive Eye Examination Reports, 180-50, Re-examination of Eyes to Determine Continued Eligibility, and 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (See Secs. 180-15, Determination of Degree of Blindness, and 180-50, Re-examination of Eyes to Determine Continued Eligibility) are administrative expenses, subject to federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or
3. Transportation to another county or state is necessary for examination by an ophthalmologist who had not previously examined the person, or
4. The distance to the nearest accessible ophthalmologist in the county on the panel is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the ophthalmologist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the ophthalmologist's office, thus incurring additional expense. (WIC 3075; FSS-Admin.)

645-37 (Continued)

645-37

to be allocated on the basis of a reasonable pro rata share, charged to each of the agencies sharing the space. The amount chargeable to the welfare department will be allocated to Overall in the same manner as other costs. (W&IC 1560, 2140, 3075, FSS-ADMIN.)

Costs approved by the SDSW shall be reported currently and shall be identified as expenditures for repairs and alterations when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-ADMIN.)

645-39 EXPENDITURES FOR RENT OF COUNTY OFFICES

645-39

OAS, ANB, ANC

Expenditures incurred by a county government in providing adequate office space for local public assistance operations will generally be expenses for which federal matching may be claimed.

Rent in Privately Owned Buildings.

Payments of rent, and of service and maintenance costs as defined above, in privately owned buildings will be subject to federal participation provided:

1. Benefit of the expenditure was received by the state or local public assistance agency; and
2. Payments are in accordance with the cost of comparable space and facilities in the community.

Service and Maintenance Costs in Lieu of Rent in Public Buildings.

Federal participation is available to meet costs incurred by local governments in lieu of rent for quarters occupied provided certain conditions are met.

In each instance in which federal matching is claimed for service and maintenance costs in lieu of rent in public buildings it is required that the county submit with its initial claim full information regarding the expenditures. The allowance of federal funds under this classification is dependent upon the information received from the counties.

Information in detail required from the county with its initial claim is:

1. Location of building. If the building is also occupied by another agency, indicate this fact.
2. The number of square feet of space in the building and the number occupied by the public assistance agency.

(Section Continued on Next Page)

645-37 (Continued)

645-37

life of the improvement or change will often determine whether it is to be considered as a repair or alteration or merely a current maintenance repair. For example, the patching of a roof would be a maintenance repair, as defined in Sec. 645-39, Expenditures for Rent of County Offices, whereas replacement of a whole roof for a life expectancy of several years would be considered a repair or alteration within the meaning of this section.

Before incurring expenditures for repairs and alterations for which reimbursement will be claimed, the following requirements shall be considered:

1. The expenditures must comply with the requirements of State law and Federal regulations.
2. Form DFA-117 (Request for Approval of Expenditures for Repairs and Alterations) shall be completed in detail and four copies submitted to SDSW for approval.
3. Claims for reimbursement are not to be filed for expenditures for repairs and alterations until the county has been notified of approval and of the amount to be claimed.
4. Additional expenditures for further improvements may be required later and these costs, after they have been submitted and approved, may be added to the claim. (W&IC 1560, 2140, 3075, FSS-ADMIN.)

Costs of Repairs and Alterations to Publicly or Privately Owned Buildings.

Federal funds may match the expenditures of local government for alteration and repair of space occupied by public assistance agencies in either private or public buildings if not previously claimed as a part of rent. Matching may be claimed in full at the time the expenditure is incurred, subject to the above provisions. The following principles will govern the matching of expenditures:

1. The benefit of the repairs and alterations must be realized by the public assistance agency within the period of occupancy of the building, commensurate with the extent of cost involved. In the event such benefit is not realized, financial adjustment must be made.
2. The economy of the expenditures must be established by comparison with the amount of rent that would be required for other suitable space of comparable location, construction, facilities, and condition, with particular concern to the adaptability of the space repaired for the use of the public assistance agency.
3. Where space is also occupied by other agencies than the public assistance agency, the cost of the repairs and alterations will need

(Section Continued on Next Page)

645-50 COMPUTING LESS THAN FULL MONTHLY SALARY

645-50

OAS, ANB, ANC

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly, $\frac{\text{days on pay roll}}{\text{days in the month}} \times \text{monthly salary} = \text{salary or wage due.}$

EXAMPLE A: AN EMPLOYEE HIRED TO BEGIN WORK THE MORNING OF SEPTEMBER 16 AT THE MONTHLY SALARY OF \$90 RECEIVES \$45, COMPUTABLE AS FOLLOWS: $15/30 \times \$90 = \$45.$

When an employee works regularly on an intermittent basis at a full monthly rate of pay, his salary may be computed as follows:

$\frac{\text{hours worked}}{\text{work hours in month (actual or average)}} \times \text{monthly salary} = \text{salary or wage due.}$

EXAMPLE B: AN EMPLOYEE WORKS SEPTEMBER 16, 18, 19, 23, 25, 27 AT A MONTHLY SALARY OF \$100 RECEIVES \$26.25 COMPUTED AS FOLLOWS: $42/160 \times \$100 = \$26.25.$

When a merit system employee not paid on an hourly or per diem basis is absent without pay on the last work day of the week and returns to work on the morning of the first work day of the following week or the morning after a holiday, he may be paid for Saturday and Sunday or the holiday, if no county-wide ordinance exists to the contrary.

(Section Continued on Next Page)

645-39 (Continued)

645-39

3. The elements of cost to be included (i.e. maintenance, light, heat, janitor services, etc.). If depreciation is included, describe basis on which the charge is made.
4. The monthly amount to be charged for the space occupied and the basis for arriving at the charge. If the building is occupied by agencies other than the public assistance agency, indicate average monthly total cost for the building and the basis for prorating costs to the public assistance agency.
5. The prevailing rental per square foot for similar suitable commercial space with comparable service and facilities.

Such service and maintenance expense may include costs of heat, light, power, insurance, elevator service, janitor service, cleaning, painting, decorating, and maintenance repairs. Maintenance repair is defined as an expenditure which neither materially adds to the value of the property nor appreciably prolongs its life, but merely keeps it in an ordinary efficient operating condition. These expenses may be charged on the basis of a uniform monthly per square foot charge, provided the unit cost is a reasonable approximation of such expenses over a long-run period, and in no instance would exceed the cost of rent for such space. (FSS-Admin.)

Such costs shall be reported currently and shall be identified as expenditures for rent or for service and maintenance costs in lieu of rent when itemized on the Administrative Expense Worksheet (Form DFA 64A) submitted to the SDSW with the Administrative Expense Affidavit (Form ABC 807). The county shall maintain records to substantiate these costs. (FSS-Admin.)

645-45 SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE

645-45

OAS, ANB, ANC

Claim may be made for salaries paid employees of county welfare department during period of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

For each county employee granted leave or other absence in accordance with Merit System rules and regulations there shall be currently maintained the vacation and sick leave record provided on Form DFA 43, County Employee's Monthly Time Record, in the event no other approved record of sick leave or vacation is maintained. The record shall be completed in detail showing available leave at the beginning of the month, increases and decreases during the month and the amount of leave available at the end of the month. The amount of leave available at the end of the month shall then be recorded on the next month's Form DFA 43, or other approved personnel record. (See Sec. 645-81, Categories Under Which Time is Recorded.) (W&IC 1560, 2140, 3075; FSS-Admin.)

645-66 EXPENDITURES FOR AUTOMOTIVE PURCHASE AND MAINTENANCE AND
OPERATION
OAS, ANB, ANC

645-66

Federal participation may be claimed as follows for expenditures made for automobiles which are to be used by the county welfare department:

Claim of Purchase Price

The purchase price may be claimed, and when so claimed shall be entered as a capital outlay item on the Administrative Expense Worksheet (Form DFA 64A). The allocable portion, if not directly chargeable to a program, shall be charged to overall expenditures.

If an automobile is traded in and another purchased, the added cost of the transaction, if not directly chargeable to a program, shall be charged to overall expenditures.

The amount of Blue Book value applicable in transfer of an automobile to another county agency shall be handled as an abatement to expense as of the date of transfer. The sale of an automobile (other than a trade-in) shall be handled as an abatement of expense in the amount realized from the sale.

Automotive Maintenance and Operation

Automotive up-keep expenses, such as gasoline, oil, lubrication, repairs, etc., when disbursed from the welfare appropriation, will be listed as maintenance and operation and, if not directly allocable to program, shall be posted to overall expenditures and allocated as such.

Claims for Motor Pool Cost

If a county welfare department draws its automobiles from a county operated motor pool, it may claim federal participation for its share of the cost of use of such automobiles provided the welfare department pro-rate is made in a manner which equitably and fairly charges for the proper share of the cost. Claim for cost of use may include amortization of the purchase cost on the basis of an estimated life of 100,000 miles. To determine the amortization rate per mile the net cost of the automobile (excluding taxes, trade-in, etc.) shall be divided by 100,000.

A record shall be maintained by the county for each automobile for which cost of use is so claimed, fully identifying it by make, model, and serial number, and showing the date of each trip, the name of the employee using the automobile, and the number of miles traveled. Claim for reimbursement will be allowed only when such records, complete with all of the necessary information, are on file in the county and readily available for verification.

If an automobile for which cost of use has been claimed is later sold or transferred, an abatement of expense need not be reported. (FSS-Admin.)

645-55 EXPENDITURES FOR COST OF MEMBERSHIPS IN ORGANIZATIONS
OAS, ANB, ANC**645-55**

Federal participation may be claimed for the cost of memberships in organizations providing services for the advancement of health, welfare and community organization activities, including Merit System Agency membership in organizations providing services for the advancement of personnel administration. These costs will be deemed necessary for proper and efficient administration if these conditions are met:

1. The expenditure is permissible under law;
2. The expenditure is only for agency memberships, not individual memberships;
3. The membership is in a nonprofit international, national, state or local organization;
4. The services provided are reasonably related to the administration of the particular program;
5. The cost of the membership is reasonably related to the value of the services or benefits received; and
6. The expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation. (FSS-Admin.)

645-61 ABATEMENTS FROM SELF-SUPPORTING ACTIVITIES
OAS, ANB, ANC**645-61**

When a county claims for costs of administration of any activity which is either wholly or partially self-supporting, revenue received from the activity shall be reported to the SDSW as an abatement of expenses applicable to such activity. Any form of abatement, such as rebates, refunds, merchandise returns, etc., shall be reported in the following manner:

The county reports the total amount of the payment to be applied to each month and the programs to be credited, the SDSW makes allocation of costs and adjusts the net amounts on administrative claims for the current month. (FSS-Admin.)

645-71 (Continued)

645-71

Sec. 645-50, Computing Less Than Full Monthly Salary, shall be followed in determining the amount of salary due an employee for periods of less than one month when such employee is not on per diem basis.

Expenditures for maintenance and operation or capital outlay are apportioned as follows:

5. When identifiable with a specific program, charge to that program.

Example: The cost of a supply of GR (formerly IN) forms, for use in the county office, is charged directly to the GR program.

6. When not readily allocable and not included under 5, and applicable to two or more but not all programs, charge as joint expense in the ratio that the total salary cost of each program involved bears to the total salary cost of all programs involved.

Example: A typewriter is purchased for use on OAS and GR (formerly IN) programs. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total of the salaries and wages allocated to the OAS program bears to the total of all salaries and wages of the OAS and GR programs, etc.

7. When not identifiable with specific programs, apportion as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs.

Example: A typewriter is purchased for general use and no portion of the cost is, therefore, assignable to any specific program or activity. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total salary cost of the OAS program bears to the total salary cost of all programs, etc. (FSS-Admin.)

8. Other sections allow the claiming of certain expenditures of county agencies other than the welfare department. These may not be readily allocable under items 1 through 7. In such circumstances the county may submit plan material setting forth the proposed method of accumulation of such charges and their allocation as to program. The plan material should include effective dates, proof that the charges are permissible under county charter, ordinance, or other regulation, and evidence that the charges are equitable. Written SDSW approval is required. (FSS-Admin.)

645-76 TIME RECORDING BY EMPLOYEES
OAS, ANB, ANC

645-76

Salaries and wages paid to employees of a county welfare department are apportioned among the programs administered by the department in accordance with the ratio of gross man-hours worked on each program by each employee. Therefore, time reports are required of all welfare department employees, including the welfare director and supervisors. Time recording is a continuous process and the allocation of time to programs is accomplished individually by each employee. Forms used in the recording of employees' time are the Employee's Individual Daily Time Record, Form DFA 42, and the County Employee's Monthly Time Record, Form DFA 43.

(Section Continued on Next Page)

645-71 RULES FOR ALLOCATING ADMINISTRATIVE EXPENSE
OAS, ANB, ANC

645-71

In determining the proper program to be charged with an expenditure, consideration is given either to the program to which the **benefits of the expenditure** accrue or to the program necessitating the expense, whichever gives the most logical and equitable relationship between program and expense. All factors are considered and as much expense as possible identified with the individual program, thus insuring the soundest basis for apportionment of joint and over-all charges. The following rules govern the allocation of administrative expenses:

1. Salary of an employee working full time on a specific program is charged to that program.

Example: A public assistance worker is assigned to the ANC-el program and works full time on that program. His salary would be charged directly to the ANC-el (CA-el) program.

2. Salary of employee working on two or more programs, excluding supervisors and assistants whose time cannot readily be allocated as direct charges, is apportioned to programs on the basis of the number of man-hours worked on each program, as shown by time reports maintained by the employee.

Example: A clerk in the county office records 100 productive hours of work during a month, 75 hours on ANC-el and 25 hours on ANB-inel. Therefore, 75/100ths of the employee's salary for that month is charged to the ANC-el program and 25/100ths to the ANB-inel program.

3. Salary of employee who works on two or more but not all programs, whose time cannot be readily allocated and who is not included under 2 above, is apportioned as joint salary expense to the programs involved in the ratio that it bears to the total salary cost allocable to each program under 1 and 2, above.

Example: A public assistance supervisor, Grade 1, supervises public assistance workers assigned to OAS, ANB-el and ANC-el. The portion of the supervisor's salary to be charged to the OAS program will bear the same ratio to her total salary as total salary cost allocated to the OAS program bears to the total salary costs allocated to the OAS, ANB-el and ANC-el programs.

4. Salary of employee performing duties where none of his working time, or a negligible portion thereof, is identifiable with specific programs, is apportioned as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs, as ascertained under 1, 2 and 3, above.

Example: An accountant handles the accounting for all activities of the county welfare department. The portion of his salary charged to the OAS program bears the same ratio to his total salary that the total salary cost of the OAS program (excluding over-all salaries) bears to the total salary cost of all programs (excluding over-all salaries), etc.

- 4a. Salary of an employee of the county welfare department who normally spends a constant proportion of his time on extraneous activities may be divided between extraneous and public assistance activities on the basis of a ratio established by experience.

This ratio and the time allocation plan for that portion of his time charged to public assistance must be approved in advance by SDSW.

(Section Continued on Next Page)

645-81 CATEGORIES UNDER WHICH TIME IS RECORDED (FORMS DFA 42 AND 43)

645-81

All employees should have a clear understanding of the proper definition of the different programs. The following outline applies in all ordinary situations:

OAS, ANB, APSB, and ANC (Ag, Bl, CA). Time shall be charged to these programs whenever such time is identifiable with an activity which has as its objective the administration of the OAS, ANB, APSB, or ANC law, respectively. Segregation shall be made in ANC and ANB between cases in which Federal participation is or is not involved. Participation shall be claimed only for time and expense allocable to cases in which Federal funds are included in the aid grant.

Aged and Children's Boarding Home Administration (BHA and BHC). Time shall be charged to aged or children's boarding home administration whenever such time has as its objective the administration of aged or children's boarding homes.

GR (formerly IN). Charge time to this category which was spent on activities which have as their objectives the administration of county aid and relief to indigents as set forth in the W&IC.

Child Welfare Services (CWS). Time expended on CWS activities in compliance with a SDSW contract shall be shown under this heading.

Commissary. Time expended in performance of duties primarily concerning commissary affairs shall be reported under the caption "Commissary" in one of the provided columns.

Adoptions. Time expended in performance of duties primarily concerning adoptions affairs shall be reported under the caption "Adoptions" in a provided column.

Other Welfare and Relief Programs (CWP). To this category charge time expended on all welfare activities under the jurisdiction of the county welfare department not otherwise recorded separately. Programs under this heading would include county projects.

War Services Programs. Time expended should be charged in accordance with instructions outlined in the Financial Policies and Procedures Chapter of the War Services Handbook.

Over-all Salary Expense (Ov.). Time shall be charged to this category by administrative officers of the county welfare department and other employees whose duties are of a general nature and whose working time cannot be segregated among individual programs.

(Section Continued on Next Page)

645-76 (Continued)

645-76

Employee's Individual Daily Time Record, (Form DFA 42) is used by employees who work on more than one program and whose duties are such that their time is segregable by programs. Time is recorded by these employees on the Daily Time Record to the nearest half hour and is totaled by program at the end of the day and the totals are then posted to the Monthly Time Record. All time worked, including overtime, is recorded each day.

County Employee's Monthly Time Record, (Form DFA 43) is maintained by all employees for two general purposes:

1. As a record of time spent during the month segregated by program.
2. As a record of sick leave, vacation, and other time off.

Employees whose time is segregable by programs and who keep the Daily Time Record will transfer the time charges from the daily to the monthly records.

County welfare directors, supervisors, and employees whose time can not be segregated or who work on one program only, are not required to keep the Daily Time Record, but shall complete the Monthly Time Record, recording time to the nearest half hour. If the work assignment is constant throughout the month a line may be drawn through the entire month and the program worked on written in over the line. The Monthly Time Record shall be signed by the employee at the end of the month and attested to by the supervisor.

If the welfare department does not maintain other readily available records of sick leave, vacation, and other time off, the county shall keep such information on a current basis on the Monthly Time Record. Provision is made on the form for showing balances at the beginning of the month, accumulations during the month, time off during the month, and the balance at the end of the month.

The Daily Time Record, (Form DFA 42) completed in detail, shall be maintained on file in the county and shall be readily available for inspection for the current and the immediately preceding month.

The Monthly Time Record, (Form DFA 43) completed in detail, signed by the employee, and certified by the employee's supervisor, shall be available for inspection and audit and shall be maintained in the county files until required authorization for their destruction has been procured from the SDSW. Approval of administrative expense claims submitted to the SDSW depends upon the availability and completeness of these reports.

Exceptions to the above procedure in the maintenance of daily and monthly time records will not be allowed unless the county has submitted its alternate plans or forms to the SDSW and has secured approval in writing. (WIC 1560, 2140, 3075, FSS Admin.)

645-81 (Continued)

645-81

Extraneous Activities (Ex.). Time shall be charged to this activity when it is spent on a category which is not a welfare program or which does not come under the jurisdiction of the county welfare department. If an employee regularly devotes a portion of his time to welfare duties and a portion to extraneous activity, such as work in the county auditor's or treasurer's office, and his salary is paid from the various budgets according to an arbitrarily fixed ratio, the maintenance of a time record by such an employee serves as a test of the ratio used and assists the county in appraising the method of apportionment. (See Sec. 645-06, Expenditures for Personal Services.)

Other Combinations (O.C.). Time shall be charged to this category by employees who work on a special combination of programs when the component programs are integrated in the work of the employee to the extent that it is not possible for him to segregate his time among individual programs. The employee charges his time under this caption, specifying the programs involved, such as Ag, Bl-el; Ag, CA-inel; Ag, GR, CA-el, etc.

A more detailed breakdown of any or all welfare programs may be made by a county if administratively desirable, but the foregoing segregation is the minimum necessary for proper claiming of federal participation.

Travel Time (Tr). Record time on this line only when it can not be identified with a specific program.

Direct charges to the program will be made whenever travel time can be identified with a specific program.

Other Non-Allocable Time (NA). This category includes such time as can not be identified with any activity or program, such as time in attendance at a conference of a general nature where the employee does not actively participate on behalf of any particular program.

Vacation. Time shall be charged to this item during period of vacation granted in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

Sick Leave. Time shall be charged to this item during periods of sick leave granted in accordance with merit system rules and regulations as set forth in Chapter 070-00.

Other Time Off. Time shall be charged to this item when absence of employee is not chargeable to Vacation or Sick Leave and is due to holidays or other leave with pay granted in accordance with merit system rules and regulations as set forth in Chapter 070-00. (W&IC 1560, 2140, 3075; FSS-Admin.)

645-96 REPORTING OF COST OF ADMINISTRATION
OAS, ANB, ANC

645-96

Reporting of public assistance administrative expenditures shall be effected by the cash flow method; that is, upon the basis of bills paid during the month irrespective of the month to which the particular expenditure is applicable. Reporting of expenditures based upon budget encumbrance or obligations incurred does not comply with the requirements in claiming reimbursement in the public assistance programs, inasmuch as these systems do not show actual expenditures.

Items of administrative expense shall be reported on the claim for the period in which disbursement is made. Beginning with expenditures incurred after June 30, 1948, claims for items erroneously omitted from any monthly claim shall not be allowed unless claimed within twelve months from the date of disbursement. Items erroneously omitted from claims for months prior to July 1, 1948, will be allowed only if included in claims to the SDSW no later than the claim for the month of June 1949. Allowance of such retroactive claims shall be made by the SDSW subject to federal review. (FSS-Admin.)

646-80 FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS
OAS, ANB, ANC

646-80

Claims for administrative expense shall be submitted immediately after close of each month. A separate claim shall be submitted for each calendar month. (See Secs. 601-00, Quarterly Estimates of Expenditures for Aid and Administration; 601-10, Quarterly Adjustment of Funds; 628-10, State Audit or Aid Claims; and 628-20, Aid Claim Correction.) (WIC 1560, 2140, 3075; FSS-Admin.)

Monthly administrative expense claims consist of the following affidavits and worksheets.

AFFIDAVITS

Administrative Expense Affidavit (Forms Ag 807, B1 807, CA 807, BHA-80, and BHC-80) on which county or agency officers attest to the amount of participation due for administrative expenses, shall be submitted in duplicate. (See Example in Sec. 646-99, Administrative Expense Forms.)

AGED

Form Ag 807 used when a county claims reimbursement for expenses incurred in the administration of the OAS program.

Item 1 is the total amount paid by county for administration of OAS only.

Item 2 is the net amount claimed for reimbursement of expenditures from federal funds for OAS. This amount is equal to one-half of Item 1.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(2)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
October 7, 1948

FILED

In the office of the Secretary of State
of the State of California

OCT 13 1948

At 8:30 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GORDON X. RICHMOND
84 PLAZA
ORANGE

REV. THOMAS H. MARKHAM
413 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare with Adoption Manual Letter No. 11.

These regulations were adopted by the State Social Welfare Board on September 23, 1948 pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

This material was previously filed with your office on October 1, 1948. It is now being sent to you in manual form.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:52
Attachments

cc: Mr. Ralph N. Kleps
Dept. of Professional and Vocation Standards
Division of Administrative Procedure
516 Business and Professions Bldg.,
Sacramento, California

Certified as a Regulation (or
Regulations) of the

Dept of Soc. Welfare
(Name of State Agency)

C. W. Stinking
(Signature)

Director
(Title)

10-8-48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
October 7, 1948

124

ADOPTION MANUAL LETTER NO. 11

The attached revisions numbered 56 through 60 are to be entered in your copy of the Adoption Manual and revision numbers canceled in the place provided on the inside of the manual cover.

These revisions were approved by the Social Welfare Board on September 24, 1948, and are effective November 1, 1948.

Sec. 2410-00 has been amended to amplify procedure for application and licensing of public and private adoption agencies.

Sec. 2625-00 has been revised to give more specific instructions on verification of marriage and dissolution of marriage.

Sec. 2499-00, Forms Used in Licensing Adoption Agencies, is being issued.

FILED

In the office of the Secretary of State
of the State of California

OCT 13 1948

At 8.30 o'clock a. M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

2410-00 (Continued)

2410-00

2. Signature

a. Public Adoption Agencies

The application shall be signed by the chairman of the board of supervisors and shall be accompanied by a copy of the resolution or motion of the board authorizing the chairman to sign the application and to enter into the necessary agreement with the SDSW.

b. Private Adoption Agencies

The application shall be signed by the executive officer of the agency and the chairman or president of the agency board.

3. Plan of Operation

The application shall be accompanied by a written plan of operation covering the following points:

- a. Administrative structure of the agency, including an organization chart. In a multiple function agency show the relationship of the proposed adoption unit to all other units and divisions.
- b. Staff to be employed in the adoption program, giving the basis for the estimate of number required, the training and experience of the professional staff, and the statement that professional staff will have the qualifications set forth in Sec. 2420-00, Part I, Subdivision 4.
- c. Physical arrangements, giving plans for office space (including provision for privacy in interviews), equipment, transportation, and records.
- d. Services which will be available to parents and children, the plan for mental and physical examinations, the plan for medical care and foster home care of children, and the plan for recruitment and selection of adoptive homes.
- e. Proposed budget for the fiscal year, or the remaining portion of it.

(Section Continued on Next Page)

2410-00 (Continued)

2410-00

2. Connected with independent adoptions--(Consent adoptions--public agency only)

To investigate independent petitions referred to the agency for investigation by the State Department of Social Welfare. This would include:

- (a) Study of child and his parents to determine whether he is a proper subject for adoption.
- (b) Study of adopting parents and their home to determine whether it is suitable for the child.
- (c) Acceptance of consents of natural parents.
- (d) Preparation of report to the court recommending granting or denial of the petition.

(For additional information see Chapter on Investigation of Independent Adoptions.)

C. Policy with respect to SDSW Licensing:

1. Public Adoption Agencies.

The State Department of Social Welfare will license only one public agency to serve in a given county for the adoption program.

2. Private Adoption Agencies

The State Department of Social Welfare will license private agencies meeting a definite need not already met in the community, when the agency's program is coordinated with other community welfare services.

D. Application Procedure

1. Forms

Application for license to conduct an adoption agency shall be made on forms provided by the SDSW. The forms (Form CPA 10 AD for public adoption agencies and CPA 10 for private agencies) may be obtained from the SDSW district office serving the area in which the agency is located. The forms and supporting material shall be submitted in duplicate to the SDSW district office.

(Section Continued on Next Page)

2410-00 (Continued)

2410-00

4. Cost of Care

Show the total amount necessary for cost of care. Indicate supporting data such as the number of children and the average cost of care per child.

F. Renewal Application

Renewal applications shall be submitted on Form CPA 11 AD by county adoption agencies and on Form CPA 11 by private adoption agencies. Although the legal requirement for filing renewal application states that the renewal must be filed 10 days before the expiration of license, the SDSW should be informed of the intentions of the agency at least 30 days before the expiration date, in order that the agency may be kept currently licensed.

An agency which has filed its application for renewal of license within the time specified by law shall be deemed to be operating under a license of the SDSW until such time as the application has been acted upon.

G. Issuance of License

After receiving an application for license, the SDSW will make an evaluation of the agency to determine action to be taken. This evaluation will include a review of the application and supporting material and a study of the agency.

1. County Adoption Agencies

If the plan of the county agency is approved by the SDSW, an agreement to be entered into between the SDSW and the county board of supervisors to run concurrently with the license will be prepared in triplicate by the SDSW and will be sent to the board of supervisors for signature by the chairman. All three copies shall be returned to the SDSW and will be signed by the director of the SDSW. One copy will be sent to the board of supervisors. The license (Form CPA 30 AD), which will be effective until the end of the fiscal year, will be issued to the agency, signed by the director of the SDSW.

H. Supervision

The SDSW will maintain a supervisory relationship to licensed adoption agencies.

2420-00 STANDARDS FOR CHILD PLACING AGENCIES:

2420-00

The following Standards for Child Placing Agencies shall apply to any agency requesting license to perform any adoption function.

(Section Continued on Next Page)

2410-00 (Continued)

2410-00

E. Budget Detail Required from County Adoption Agencies1. Salaries and Wagesa. Personnel spending full time on adoptions

For each worker show classification, rate of pay, and total salary until the end of the fiscal year. If there are several workers in the same classification at identical rates of pay, they may be grouped showing the number of workers, the common rate, and the combined salaries. If salary increases are to be allowed during the year, show the month during which the increase is to take effect and the increased rate of pay.

b. Personnel devoting part time to adoptions

Show detail for individual workers as above. Include a statement supporting the proportion of time to be spent on adoptions for each worker and prorate the annual salary chargeable to adoptions according to this proportion.

c. Administrative and clerical personnel

Include a lump sum to absorb the allocation to adoptions from "over-all" or from "joint" programs. Explain the derivation of the estimated proportion of these items chargeable to adoptions.

2. Maintenance and Operation

Show individually the total estimated expenditure of the agency for each relevant item in the agency's budget (e.g., telephone, travel, etc.) and the amount estimated to be charged to adoptions. Explain for each item the basis for determining the amount so to be charged. Include in this item fees for medical examinations to determine fitness for adoption.

3. Capital Outlay

List individual items of equipment to be purchased for the adoption program; give specifications and price. A justification for each item shall be shown. If equipment is to be purchased for use on adoptions only, it shall be charged to that program; as a consequence equipment to be purchased for use on programs exclusive of adoptions shall not be charged to "over-all" but to the program or "joint" programs, excluding adoptions, on which it is to be used. Equipment to be purchased for use on adoptions and other programs shall be charged to "over-all" or "joint" programs including adoptions.

(Section Continued on Next Page)

2499-00 (Continued)

2499-00

State of California

Department of Social Welfare

FORM CPA 10 AD

APPLICATION FOR LICENSE
TO CONDUCT A COUNTY ADOPTION AGENCY

(To be submitted in duplicate)

1. Name of Agency _____
2. Address _____
3. Purpose: To accept relinquishments and place children for adoption, and to investigate and report upon petitions for adoption filed in the superior court of _____ County, as outlined in Section 2410-00, Subdivision B of the Adoption Manual.
4. Area to be served: _____ County.

Plan of Operation and proposed budget are attached.

This application is submitted with the understanding that final approval of plans will be reduced to contract form for approval of the Board of Supervisors of _____ County and the director of the State Department of Social Welfare to make it operative.

Dated _____

(Signed) _____
Chairman Board of Supervisors_____
County

Form CPA 10 AD, June 1948

(Section Continued on Next Page)

State of California

Department of Social Welfare

FORM CPA 10

APPLICATION FOR LICENSE TO CONDUCT

A CHILD PLACING AGENCY

1. Name of Agency _____
2. Address _____ Phone _____
3. Purpose: (Indicate) Placement for temporary care _____ For adoption _____
Area to be served _____
4. Agency under what auspices? _____
5. Corporate Name _____
6. Date Organized _____ Date Incorporated in California _____
7. Names and addresses of officers and members of Governing Board: (Use separate page if necessary) _____

8. Source of agency support _____
9. Attach to each copy of this application: (1) Copy of Articles of Incorporation;
(2) Constitution and By-Laws _____
10. For agencies placing for adoption, also attach to each copy of application:
(1) Plan of operation; (2) Copies of policies, procedures, instructions, or manual; (3) Your most recent financial statement.

Signature _____

Executive Officer

Signature _____

President of Board

Date _____

Form CPA 10, Revised October, 1946

(Section Continued on Next Page)

2499-00 (Continued)

2499-00

State of California

Department of Social Welfare

FORM CPA 11 AD

APPLICATION FOR RENEWAL OF LICENSE TO CONDUCT

A COUNTY ADOPTION AGENCY

(To be submitted in duplicate)

We herewith make application for renewal of license for:

1. Name of Agency _____
2. Address _____
3. Purpose: To accept relinquishments and place children for adoption, and to investigate and report upon petitions for adoption filed in the superior court of _____ County, as outlined in Section 2410-00, Subdivision B, of the Adoption Manual.
4. Area to be served: _____ County.
5. Major changes, if any, in plan of operation: _____

6. Proposed budget is attached.

This renewal application is submitted with the understanding that final approval of plans will be reduced to contract form for approval of the Board of Supervisors of _____ County and the director of the State Department of Social Welfare to make it operative.

Dated _____

(Signed) _____

Chairman, Board of Supervisors

County

Form CPA 11 AD, June 1948

2499-00 (Continued)

2499-00

State of California

Department of Social Welfare

APPLICATION FOR RENEWAL OF LICENSE TO CONDUCT

FORM CPA 11

A CHILD PLACING AGENCY

We herewith make application for renewal of license for:

1. Name of Agency _____
2. Address _____ Phone _____
3. Purpose: (Indicate) Placement for temporary care _____ For adoption _____
Area served _____
4. Indicate major changes in plan of operation, personnel, program, or organization since last application _____
5. If members of Governing Board and officers have changed, list names, titles, and addresses: (Use separate page if necessary) _____

Signature _____

Executive Officer

Signature _____

President of Board

Date _____

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen's compensation

Form CPA 11, October 1946

(Section Continued on Next Page)

2620-00 (Continued)

2620-00

If the natural father claims to have adopted the child under Sec. 230, but is willing to give his consent to the adoption, consents may be taken from both parents on the joint custody form. If he is unwilling to consent, the investigation and report should cover thoroughly all five points listed in the section, which would include an interview with the wife of the natural father, if he is married, and probably interviews with other members of his family. While refusal on his part to allow his wife to be interviewed would be indicative of his failure to meet all conditions, it should not be considered conclusive evidence of the fact. The agent should get as much information as possible and report all the facts to the court. In such an instance the agent would proceed on the basis of consent signed by the natural mother only.

2625-00 MARRIAGE AND DISSOLUTION OF MARRIAGE

2625-00

The following shall be verified:

A. Natural Parents

1. Marriage of parent or parents at time of child's birth.
2. Previous marriages of mother, and termination of each by death, divorce, or annulment.
3. First marriage of mother subsequent to child's birth.

B. Petitioners or Applicants

1. Present marriage
2. Previous marriages of both
3. Termination of each previous marriage by death, divorce, or annulment.

2630-00 IDENTIFICATION

2630-00

Proof of identity of the parents shall be requested where indicated.

2635-00 EMPLOYMENT

2635-00

Applicants' or petitioners' current employment shall be verified either by correspondence with the employer (Authorization Form Adop M21 and Verification Form Adop M29), or through satisfactory verifications in the possession of the petitioner or applicant. If the current employment has been for less than a year the last previous employment should also be verified.

2610-00 DOCUMENTARY EVIDENCE - ORDER OF PREFERENCE

2610-00

1. A certified copy of the document (certified to by the proper officer in whose custody the records are kept);
2. A certified photostatic copy of the document;
3. The original document upon which appears the notation by the proper authority that it has been recorded in the proper public file;
4. Letter or form from the proper official in whose custody the records are kept stating that the document is recorded;
5. Original document not marked;
6. Photostat of original document not marked recorded.

2615-00 BIRTH

2615-00

If the child's birth has been registered, the birth certificate, or a copy thereof, should be obtained. If the birth was not registered within one year after birth, other verification of the identity of the child may be accepted in lieu of the birth certificate, such as a baptismal certificate, hospital records, other documentary evidence, or affidavits of persons having knowledge of the time and place of the child's birth.

2620-00 LEGAL STATUS OF CHILD

2620-00

Complete information regarding the legal status of the child shall be obtained to show whether the child is legitimate, illegitimate, orphan, half-orphan, left without means of identification, declared free from custody and control of his parent or parents, or a child having a legal guardian of his person and/or estate.

When a child has been abandoned without provision for its identification, abandonment proceedings under Section 701 of the Welfare and Institutions Code will not be necessary if there has been compliance with the provisions of the Health and Safety Code and a certificate of finding has been issued, or if the child has been declared a foundling by Juvenile Court action.

If there is any doubt as to the status of the child, however, either by reason of the circumstances of the finding, or if it appears that sufficient effort has not been made to establish its identity an adjudication of abandonment shall be required. (AGO NS5322)

In connection with the adoption of every illegitimate child, consideration shall be given to the question of whether there has been an adoption under Sec. 230, Civil Code. (See Sec. 2070-00)

If there is an indication that the child may have been legitimated under Sec. 230, or if the alleged father claims joint custody, he should be interviewed. If, during the interview, he says that he has not adopted the child, nor acknowledged it as his own publicly, a report of his statement may be included in the court report to show that he does not have joint custody and that his consent is not necessary.

(Section Continued on Next Page)